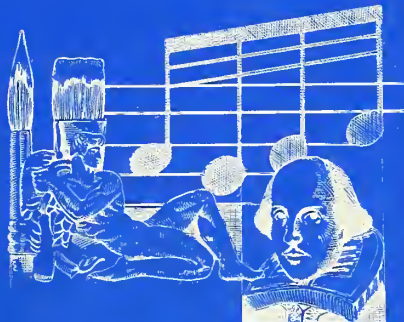


ROBESON

TECHNICAL COLLEGE

*Together
We Can*



General Catalog
1987-1989



Digitized by the Internet Archive
in 2016

<https://archive.org/details/robesontechnicalrobe>

Robeson Technical College

Highway 301 North
P. O. Box 1420
Lumberton, NC 28359
(919) 738-7101

General Catalog
1987-1989
Volume XII

Robeson Technical College is a tax-assisted, two-year public institution. It is one of 58 schools in the North Carolina Community College System and is a fully accredited member of the Southern Association of Colleges and Schools. RTC is also accredited by the North Carolina Board of Nursing, the North Carolina Board of Cosmetic Arts and Redken Laboratories in Conogo Park, California.

Admission to any and all educational programs offered by Robeson Technical College is made without regard to race, color, sex, religion, age, handicap, or national origin.

All statements in this publication are announcements of present policies and are subject to change at any time without prior notice. Robeson Technical College reserves the right to make changes in program requirements and offerings, in regulations and fees. The college reserves the right to discontinue at any time any program or courses described in this publication. While every effort will be made to give advance notice of any change of program or course, such notice is not guaranteed or required.

Directory of Correspondence

Inquiries concerning aspects of the college's operations and policies should be addressed to the officials listed below:

For Information About:

Write To:

General Matters.....	President
Curriculum.....	Director of Educational Services (Day)
Student Services.....	Director of Admissions & Support Services
Business Operations.....	Vice President of Business Services
Admissions.....	Director of Admissions
Student Records.....	Director of Records & Financial Support Services
Financial Aid.....	Financial Aid Officer
Veterans Affairs.....	Veterans Affairs Officer
Resource Services.....	Director of Resource Services
Evening Programs.....	Director of Educational Services (Evening)
Continuing Education.....	Vice President of Continuing Education
Testing.....	Director of Testing
Student Activities.....	Coordinator of Student Activities
Job Placement.....	Job Placement Coordinator
Counseling.....	Director of Counseling
Handicapped Services.....	Director of Counseling

Address inquiries to: Robeson Technical College
P. O. Box 1420
Lumberton, NC 28359
Phone: (919) 738-7101

Contents

GENERAL

General Policies	v
Privacy Rights Act of Parents and Students	v
Nondiscrimination Policy	v
Academic Calendar 1987-88	vi
Academic Calendar 1988-89	vii
Board of Trustees	viii
Administration and Faculty	viii
General Information	1
History of College	1
The Community College System	1
Accreditation	3
Division of Resource Services	3
Philosophy, Purpose and Objectives	4

STUDENT SERVICES

Counseling Services	6
Academic Advising	7
Testing	7
Handicapped Services	7
Tutorial Services	8
Veteran Services	8
Placement Services	8
Communications	8
Health Services	9
Student Orientation and Transfers	9
Student Handbook	9
Student Records	9
Housing	9
Policy Governing Misconduct	10
Graduation	10
Diplomas	10
Honors	10
Awards	11
Visitors	11
Student Activities	12
Student Government	12
Dances, Athletics, Special Events, Clubs	12
Admissions Policy	14
Degree and Diploma Programs	14
Admissions Requirements	14
Two-Year Programs	14
One-Year Programs	15
Special Credit Students	16
Foreign Students	16
Special Admission Procedures	16
Transfer Students	17
Returning Students or Readmission	17

Notice of Admission.....	17
Placement Test.....	17
Associate Degree Nursing Entrance Test.....	17
Credit by Transfer.....	17
Transfer to Other Colleges.....	18
Special Conditions.....	18
Registration.....	19
Campus Security.....	19
Student Finances.....	20
Expenses.....	20
Tuition Fees.....	20
Residency Requirements.....	20
Student Activity Fee.....	20
Graduation Fee.....	21
Breakage Fee.....	21
Refund Policy.....	21
Textbooks.....	21
Business Office.....	21
Late Registration Fee.....	22
Student Insurance.....	22
School Ring.....	22
Commencement Invitations.....	22
Transcript Service and Fee.....	22
Bad Check Policy.....	22
Student Financial Aid.....	23
Grants.....	23
Loans.....	24
Employment (College Work-Study).....	25
Other Programs.....	25
Academic Procedures.....	28
Regulations and Requirements.....	28
Academic Eligibility Standards.....	28
Academic Advisement.....	29
Academic Probation.....	29
Academic Suspension.....	30
Quarter System.....	30
Class Schedule.....	30
Contact Hours, Credit Hours.....	30
Attendance Policy.....	30
Tardies.....	31
Course Substitution.....	31
Credit by Examination.....	32
Drop/Add Procedures and Withdrawal.....	33
Grading System.....	33
Auditing Courses.....	35
Repeating Courses.....	35
Grade Reports.....	35
Change of Name and/or Address.....	35
Records of Progress.....	35

Financial Obligations.....	35
Re-enrollment	35
Additional Requirements for Graduation.....	36
EDUCATIONAL PROGRAMS	
Associate Degree in General Education.....	38
Associate Degrees in Applied Science.....	40
Accounting	42
Banking and Finance.....	44
Business Administration.....	46
Business Computer Programming.....	48
Early Childhood Associate.....	50
Electrical Engineering Technology.....	52
General Office.....	54
General Technology Curriculum Core.....	56
Industrial Maintenance Technology.....	57
Law Enforcement Technology.....	59
Nursing Education Option.....	61
Secretarial-Executive.....	64
Vocational Instructors' Associate Degree Program.....	66
Vocational Diploma Programs.....	69
Air Conditioning, Heating & Refrigeration.....	70
Automotive Body Repair.....	72
Automotive Mechanics.....	73
Automotive Mechanics-Diesel.....	75
Carpentry and Cabinetmaking.....	77
Cosmetology	78
Electrical Installation and Maintenance.....	80
Industrial Electronics.....	81
Industrial Maintenance.....	82
Machinist.....	84
Welding	85
Developmental Studies.....	87
Degree, Diploma and Certificate Course Descriptions.....	89
ADULT AND CONTINUING EDUCATION	
General Information.....	129
Class Schedules and Enrollment.....	129
Admission	129
Fees and Insurance.....	130
Attendance	130
Certificates	130
Continuing Education Units (CEU's).....	130
Additional Courses.....	131
Occupational and Special Interest Extension.....	133
Course Descriptions.....	135
Small Business Center.....	144
Workshops, Seminars and Courses.....	144
Counseling/Referral.....	144
Resources Library.....	144
Basic Education.....	147

Adult Basic Education	147
Adult High School Program	147
High School Equivalency (GED)	149
Learning Laboratory	150
Human Resources Development	152
Participant Service Center	152
Emergency Services Education	153
Health Related Training	153
Emergency Medical Technician	153
Fire Service Training	154
Law Enforcement Training	155
Services to Business and Industry	156
Occupational Extension	156
New and Expanding Industry Training	158
Cooperative Skills Training	160
Visiting Artist Program	162

General Policies

Privacy Rights Act of Parents and Students Public Law 93-380

Robeson Technical College adheres to the guidelines developed by the Department of Health, Education and Welfare regarding the Privacy Rights of Parents and Students.

The college provides students and parents of dependent students access to official records directly related to them and limits dissemination of personally identifiable information without the student's consent. Students enrolled at Robeson Technical College may review guidelines and procedures regarding Public Law 93-380 in the Student Handbook, in the office of Records and Registration.

Nondiscrimination Policy

Robeson Technical College's Board of Trustees and Staff recognize the importance of equal opportunity in all phases of the college's operations and has officially adopted a position of nondiscrimination on the basis of race, color, sex, age, religion, handicap, national origin, or other non-relevant factors. This policy applies to both students and employees at all levels of the school's operations.

General

Robeson Technical College publishes this catalog in order to provide students and others with information about the college and its programs. The provisions of the catalog are not to be regarded as an irrevocable contract between student and RTC. The college reserves the right to change any provisions, requirements or schedules at any time or to add or withdraw courses or program offerings. Every effort will be made to minimize the inconvenience such changes might create for students.

The Student Handbook is also an official publication of the college. Policies, procedures, and regulations may occasionally vary between the two documents. If this does occur, information in the Student Handbook will supercede information in the catalog, for the Student Handbook is generally a more current publication than the catalog.

Academic Calendar 1987-88

Fall Quarter

August 25	Student Orientation & Registration
August 26	Computer Workday
August 27	Registration
August 28	Computer Workday
August 31	Classes Begin
September 7	Labor Day Holiday
October 15-16	Student Break (Industry on Parade)
November 18	Classes End
November 19	Instructors' Workday

Winter Quarter

November 19	Registration
November 20	Registration
November 23	Computer Workday
November 24	Classes Begin
November 26-27	Thanksgiving Holidays
December 21-January 1	Christmas Holidays
January 4	Classes Resume
February 24	Classes End
February 25	Instructors' Workday

Spring Quarter

February 25	Registration
February 26	Registration
February 29	Computer Workday
March 1	Classes Begin
April 4-5	Easter Holidays
May 18	Classes End
May 19	Instructors' Workday

Summer Quarter

May 20	Registration
May 23	Computer Workday
May 24	Classes Begin
July 4	Holiday
August 2	Classes End
August 3	Instructors' Workday
August 4	Commencement Rehearsal
August 5	Commencement
August 8-19	Instructors' Vacation

Fall, Winter, Spring Quarters:

55 days - 50 minute sessions

Summer Quarter:

50 days - 55 minute sessions

Academic Calendar 1988-89

Fall Quarter

August 23	Registration
August 24	Computer Workday
August 25	Registration
August 26	Computer Workday
August 29	Classes Begin
September 5	Labor Day Holiday
October (2 days)	Instructors' Conference
November 16	Classes End
November 17	Instructors' Workday

Winter Quarter

November 17	Registration
November 18	Registration
November 21	Computer Workday
November 22	Classes Begin
November 24-25	Thanksgiving Holidays
December 19-30	Christmas Holidays
January 2	Classes Resume
February 22	Classes End
February 23	Instructors' Workday

Spring Quarter

February 23	Registration
February 24	Registration
February 27	Computer Workday
February 28	Classes Begin
March 27-28	Easter Holidays
May 17	Classes End
May 18	Instructors' Workday

Summer Quarter

May 19	Registration
May 22	Computer Workday
May 23	Classes Begin
July 4	Holiday
August 1	Classes End
August 2	Instructors' Workday
August 3	Commencement Rehearsal
August 4	Commencement
August 7-18	Instructors' Vacation

Fall, Winter, Spring Quarters:

55 days - 50 minute sessions

Summer Quarter:

50 days - 55 minute sessions

Board of Trustees

A. D. Lewis, Jr.....Chairman
John A. Staton.....Vice Chairman
Fred G. Williams.....Secretary

Appointed By Commissioners of Robeson County	Expiration of Term
W. Earl Antone.....	June 30, 1991
B.C. McBee.....	June 30, 1987
Jack W. Morgan.....	June 30, 1989
Francis L. (Pete) Ivey.....	June 30, 1989

Appointed By Robeson County Board of Education

John A. Staton.....	June 30, 1989
A.D. Lewis, Jr.....	June 30, 1987
Guy P. McCormick.....	June 30, 1989
George D. Regan.....	June 30, 1991

Appointed By Governor of North Carolina

Dr. Janie B. Silver.....	June 30, 1987
L. Harbert Moore.....	June 30, 1991
Ann Revels.....	June 30, 1989
Mable Revels.....	June 30, 1989

Administration

President's Staff

Fred G. Williams.....	President
Lola B. Bracey.....	Executive Secretary
Bob Denham.....	Public Information Officer
Carolyn Stephens.....	Resource Development Coordinator
Nancy Blue.....	Assistant Coordinator, Resource Development

Business Services Staff

Thomas A. Holmes.....	Vice President
Carol W. Powers.....	Secretary
Lynn R. Price.....	Accountant
Robert Hill, Jr.....	Evening Coordinator for Equipment & Facilities
William F. Carter.....	Coordinator of Facilities
Elton B. Hunt.....	Purchasing Coordinator
Pamela L. Locklear.....	Cashier & Accounts Payable
Tammy J. Flowers.....	Accounts Receivable & Payroll
Jackie A. Lovette.....	Receptionist/Secretary
Evelyn Ray.....	Evening Receptionist

Educational and Student Services Staff

R. Frank Leggett, Jr.....	Vice President
Ruth R. Williams.....	Secretary
Ted Moore.....	Systems Administrator
Judith A. Revels.....	Director of Admissions & Support Services

Linda G. Lowry	Secretary
Donald B. Smith	Job Placement Coordinator & Advisor
Wayne Coates	Recruiter
Eddie M. Locklear	Director of Records & Financial Support
Mary P. Hughes	Registrar
Nelda Jones	Secretary
Anna Maynor	Financial Aid Officer
Drucella Strickland	Veteran Affairs Officer & SGA
Brenda Scott	Director of Career Development
Mary Roberts	Secretary
Joyce Beatty	Director of Counseling Services & Testing
Vonnie Jacobs	Secretary
Max H. Lippard	Director of Educational Services (Day)
Georgia Moore	Secretary
Ward Wall	Director of Educational Services (Evening)
Regina Chavis	Secretary
Brenda McKinney	Secretary
Tammy Bozeman	Secretary
Sammy R. Layell	Director of Resource Services
Marilyn S. Locklear-Hunt	Director of Library Services
Ruby Lennon	Evening Librarian
Margaret A. Locklear	Library Technical Assistant
Jimmy L. Reese	Graphic Arts Coordinator

Adult and Continuing Education

Hubert F. Bullard, Jr.	Vice President
Nell Reising	Secretary
Justin Oliver	Director of Occupational Extension Education
William Locklear	Coordinator of Cooperative Skills Training
Donna Gay Melvin	Secretary
Janice Davis	Director of Small Business Center
Ethel G. Locklear	Secretary, SBC & Cooperative Skills Training
Jimmy Lewis	Director of Human Resources Development
Sylvia Jones	Coordinator of Participant Services Center
Rebecca Batten	Job Developer/Placement, HRD
Judy Morant	HRD Instructor
William Vile	Director of Emergency Services Education
Jeanette Freeman	Secretary
	Director of Basic Education
Debra Brooks	Secretary
Cora Brewington	Coordinator of Adult Basic Education
Carolyn Britt	Records Clerk
Brenda Locklear	Coordinator of ABE Center
Lori Ivey	ABE Instructor
Mary Stephens	ABE Recruiter
Patsy Hester	ABE Recruiter

Sandra Johnson	Coordinator of Learning Laboratory
Helen Davis	Learning Lab Instructor
Mary Cook	Visiting Artist

Faculty

John C. Atkinson	Business Education
Betty M. Biggs	Cosmetology
Betty Joan Bissell	English
Sarah M. Britt	Business Education
Barbara N. Brown	Nursing
Henry Bruce	Carpentry
William M. Bryan, Jr.	Welding
Mary Frances Burns	Tutorial Coordinator
Johnie Carter	Food Services
Crafton Chavis	Mathematics
Charles Clapper	Air Conditioning, Heating and Refrigeration
Jack Cook	English
Lois Currie	Nursing
John DeLoache	Industrial Maintenance
George Emerick	Law Enforcement
Jim Emery	Food Services
Carl Evans	Auto Body Repair
Marjorie R. Garner	Nursing
Edythe B. Hill	Nursing
Lewis Hoffman	Machinist
Evelyn Hunt	Cosmetology
Cynthia Inman	Nursing
Connie B. Ivey	Business Education
Helen K. Ivey	Business Education
Christopher James	Math/Science
Janice Jones	Industrial Sewing
Jack M. Kluttz	Automotive Mechanics
Queen E. Locklear	Cosmetology
Rudy Locklear	Biology
Julius Lowry	Welding
Lynda MacLeod	Developmental Studies
David McIntyre	Business Education
Pauline H. McNair	Developmental Studies
William McNeill	Reading Specialist
Edward M. Nicholson	Psychology
Elizabeth T. Nye	Nursing Director
Hilton Oxendine	Auto Mechanics
Marlene Perry	Nursing
Mary Pillet	Cosmetology
J.D. Revels	Electrical Installation
Donald Sampson	Carpentry

Frances L. Scott	Vocational Related
Georgia Simpson	Business Education
Jack Smith	Industrial Electronics
Shaffer F. Smith	Industrial Maintenance
Ellen Warwick	Business Education
Curtis K. Watson, Jr.	Law Enforcement
Elaine Whitfield	English

Maintenance and Custodial Staff

Willie H. Booth, Jr.	Custodian
Stacy P. Bullock	Supervisor, Maintenance/Custodian
Bobby Burden	Custodian
Vickie L. Chavis	Custodian
Virgie M. Currie	Custodian
J. W. Gray	Custodian
George K. Jacobs	Maintenance/Custodian
Thomas R. Jacobs	Custodian
Glenda F. Locklear	Custodian
J. T. Malcolm	Custodian
Marion McQueen	Custodian
Bobby E. Prevatte	Maintenance/Custodian
Alma S. Robinson	Custodian
Johnny Rogers	Custodian
Donald Rowan	Custodian
Edmond Sampson	Custodian
Frances M. Scott	Housekeeper
Earl A. Seals	Supervisor/Custodian
James Smith	Custodian
Adrienne F. Stanley	Custodian

Bookstore	Yvonne Jacobs
------------------	---------------

Academic Programs Offered

Associate Degree in General Education

General Education Program

Associate Degree in Applied Science

Accounting

Banking and Finance

Business Administration

Business Computer Programming

Early Childhood Associate

Electrical Engineering Technology

General Office

General Technology Curriculum Core

Industrial Maintenance Technology

Law Enforcement Technology

Nursing Education Option

Secretarial-Executive

Vocational Instructors' Associate Degree Program

Vocational Diploma Programs

Air Conditioning, Heating, and Refrigeration

Automotive Body Repair

Automotive Mechanics

Carpentry and Cabinetmaking

Cosmetology

Electrical Installation and Maintenance

Industrial Electronics

Industrial Maintenance

Machinist

Welding

Certificate Program

Developmental Studies

Basic Law Enforcement

Nurses' Assistant

Continuing Education Programs

Occupational and Special Interest Extension Education

Occupational Extension

Cooperative Skills Training

New and Expanding Industry Training

Management Development

Special Interest

Enrichment

Small Business Center

General Adult Education

Adult Basic Education

Adult High School Program

High School Equivalency (GED)

Learning Laboratory

HRD Program

Emergency Services Education

Health Related Training

Emergency Medical Technician

Fire Service Training

Law Enforcement Training

General Information

The Campus

Robeson Technical College is located at the intersection of U.S. 301 and Interstate-95 in Lumberton, making it one of the most visible institutions in the North Carolina Community College system.

Millions of tourists each year travel I-95, catching more than a glimpse of the attractive landscape that makes up the 78 acre campus. Campus facilities occupy more than 80,000 square feet in classrooms, laboratories and offices.



History of the College

Robeson Technical College was established in 1965 at the Barker Ten-Mile Elementary School seven miles north of Lumberton with R. Craig Allen as director. Twenty students enrolled the first year, 16 in secretarial science and four in automotive mechanics.

The school was named Robeson Technical Institute in 1968 and Allen was selected its first president. During the same year, the school operated through a contractual arrangement with the Robeson County Board of Education. A local Board of Trustees was also appointed, four by the Robeson County Board of Education and four by the Robeson County Commissioners.

In 1973, the school moved to its present location and was renamed Robeson Technical College in 1980. Three years later, Fred G. Williams, who had served RTC as vice president of Student Services and later as vice president of Educational Programs, was named president, becoming only the second person in the college's history to hold that position.

In September 1983, Robeson County voters approved a \$7 million bond referendum designed to finance the construction of four new buildings and major renovations to the RTC campus.

The present campus will more than double in size by the fall of 1987.

The college currently serves approximately 10,000 students each year, offering more than 20 curriculum programs as well as hundreds of courses through the Adult Continuing Education division.

The Community College System

Robeson Technical College is one of 58 schools in the North Carolina Community College System. Most of the development of the present day



“
When you talk about our mission, you're talking about a comprehensive program that serves adults in all walks of life...an institution that provides a broad range of educational opportunities, from teaching adults to read and write—to encouraging men and women to pursue their own personal interests—to preparing students for the world of work through technical and vocational programs. We're committed to the welfare of business and industry and we play a viable role in the training of public service agencies that deal in law enforcement, rescue and firefighting...One of our greatest assets is our flexibility. We're able to meet the immediate training needs of any agency or group of people.”

—President Fred Williams

system occurred as a result of the formation of Industrial Education Centers in the 1950s - established to help give North Carolina the skills needed to move from working on the farm to working in industry.

The passage of the Community College Act in 1963 created today's system. The system, the third largest in the United States, is made up of community colleges, technical colleges and technical institutions. Although the names differ, the goals are principally the same: job training.

Accreditation

Robeson Technical College is a tax-assisted, two-year public institution. It is accredited by the Southern Association of Colleges and Schools. Most programs offered by the college have been approved for the enrollment of eligible veterans. The nursing program is approved by the North Carolina Board of Nursing, and the cosmetology program by the North Carolina Board of Cosmetic Art Examiners.

Division of Resource Services

The Division of Resource Services has as its mission a goal of helping students, staff and community in achieving their educational, cultural, and recreational goals by bringing the print and nonprint learning resources together. Components are the Library, Audiovisual Services, and Graphic Arts Services.

The Robeson Technical College Library is conveniently located in the center of the campus. Its attractive, well lighted surroundings are a pleasant place for research, study, or leisure reading.

Services include a qualified staff concerned with providing library resources necessary to support Robeson Technical College's purpose and programs; and sharing library resources for interest, information, and enlightenment to all people of the community. A staff is on duty during the hours of 8 a.m. to 10 p.m. Monday through Thursday and 8 a.m. to 3 p.m. Friday to answer reference questions. The collection is well stocked with books, periodicals, newspapers, and various audiovisual materials which have been carefully selected to support the degree, diploma, and enrichment programs offered by the college. Other services include free photocopies from microfilm and microfiche; free photocopies from the reference collection; free interlibrary loans from in-state or out-of-state; and an excellent orientation program to educate users to thoroughly utilize the library resources and services.

Anyone interested in using the library may acquire borrowing privileges by simply filling out a registration card. Books, periodicals and records are loaned for three weeks. Renewals may be obtained in person or by telephone. To encourage prompt return or renewal of materials, a fine is charged on overdue materials. Lost or badly damaged materials must be paid for at replacement cost. Failure to return materials or pay charges will result in loss of borrowing privileges. Students who have not returned materials or paid fines will be obligated to do so before re-registering or graduating.

The Audiovisual Department provides a variety of audiovisual equipment and services to meet the needs of the college. Services include equipment and materials circulation, production services, and consultant services. Patrons are encouraged to consult the audiovisual handbook for a complete listing of materials and services available.

The Graphic Arts Department produces all types of printed material to meet the needs of the college. Services include layout, design, typesetting, proofreading, pasteups, and making plates for instructional and institutional use.

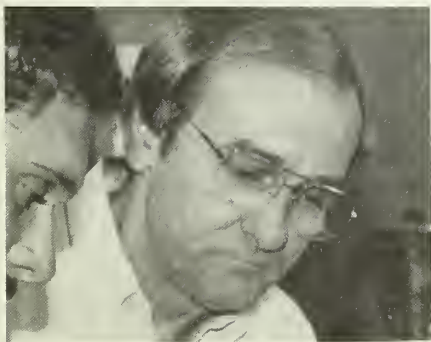
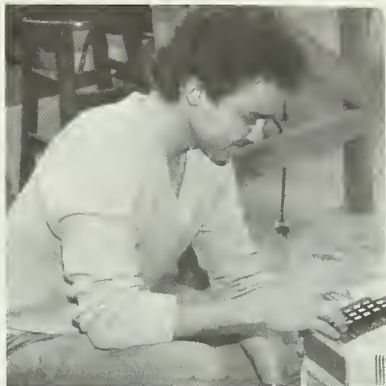
Philosophy, Purpose and Objectives

Robeson Technical College subscribes to the philosophy that every individual has the right to pursue further education compatible with his/her interests and abilities. Therefore, as an open-door institution, it provides a range of educational programs of general, occupational, and cultural education to meet the needs of adults within the region it serves. The institution helps promote continued industrial, business, and economic growth and assists in the development of cultural activities which are of interest throughout the service area.

The purpose of Robeson Technical College is to make available for adults a broad range of educational opportunities related to individual interests, abilities, and career choices. To fulfill this purpose, the college provides educational opportunities to enable each individual to develop to the maximum extent of his/her abilities. The college will continue to develop programs which will afford the individual the opportunity to understand his/her needs for continued growth and development in the areas of mental and physical health; cultural, social, civic, and moral responsibilities; creative expression; aesthetic appreciation; economic insight; worthwhile leisure activities; career aspirations.

To achieve these purposes, Robeson Technical College has the following specific objectives:

1. To provide general educational opportunities for adults regardless of their previous educational experiences.
2. To provide two years of general education leading to the Associate Degree in General Education.
3. To provide certificate, diploma, and associate degree programs to prepare students for employment in various occupations.
4. To provide leadership and to serve as a center to foster cultural, economic and social development in the community.
5. To provide cooperative co-educational programs with various governmental agencies for the disadvantaged and handicapped citizens of this area.
6. To provide short-term occupational courses for business and industry or for adults who need retraining or additional job skills.
7. To provide counseling and other guidance services to meet individual needs of the citizens of the area.



Student Services

Robeson Technical College provides many personal services designed to make the educational experiences of its students profitable and satisfying. The faculty and administration recognize that the central purpose of the college is to provide an environment wherein each student may achieve maximum development intellectually, socially, and physically. The services, organizations, and activities are provided as means of contributing to the total growth of the individual.

The basic objectives of Student Services at Robeson Technical College are built upon the philosophy and objectives of Robeson Technical College and of the North Carolina Department of Community Colleges.

1. To interpret the college's objectives, opportunities and policies to prospective students.
2. To assist in the implementation of the "Open-Door" philosophy and policy.
3. To assist the student in satisfactorily selecting, entering, progressing within, and completing a course of study whether general, technical, upgrading, basic education, or cultural in nature.
4. To provide a professional, competent, and continuing counseling program in assisting students with academic, vocational, personal, and social-economic problems.
5. To properly record, maintain, and make available to proper persons information regarding students.
6. To provide, develop, encourage, and evaluate a program of student activities.
7. To encourage suitable vocational-educational placement upon termination of individual studies at the college.
8. To promote and encourage programs related to the health, safety, and physical welfare of the student.
9. To initiate, encourage, complete and share systematic research and the results thereof.
10. To continuously evaluate and improve Student Services.

With these objectives, it is imperative that close, full cooperation be maintained not only within the Student Services staff, but also with the administration, faculty, students, and the community as well.

It is with this cooperation and with these purposes that the Student Services staff dedicates itself to serving RTC students, staff and community.

Counseling Service

Counseling services are available to help students gain a better understanding of themselves and their opportunities. Students may choose counseling on a one-to-one basis, or they may choose to participate in a group.

Professional counselors are available to discuss and help students explore any problem areas that they may experience (i.e. personal/social, educational, vocational/career selection, etc.)

Counseling groups that students can participate in include: assertiveness training, study skills, personal growth, habit control, test-taking skills, self-concept development, values clarification, coping with grief, interpersonal relationships, job interview skills, resume writing, etc.

Counseling services are available in the Student Services Department, and students are encouraged to seek counseling on any problem that might adversely affect their chosen academic program. Students may be referred to other agencies if such referrals are deemed beneficial. These areas may include handicapped services, mental health centers, vocational rehabilitation, family service agencies, etc.

Academic Advising

After placement in a program of study, each student is assigned a faculty advisor according to the student's curriculum. The advisor is available to discuss goals, academic problems, and specific course planning as the need arises. Advisors confer with advisees each quarter in an effort to help them maintain appropriate progress throughout the year. The advisor also helps to identify students who need counseling or specialized counseling services.

Testing

The placement test battery is both an entrance requirement and counseling tool for placement. The primary purpose of testing is to determine if there is a reasonable match of academic readiness of the student and the academic requirements of the program in which the student is interested in pursuing. Test results are used in conjunction with other criteria to determine whether a student is ready to enter a particular program. If it is determined that a student needs improvement in the basic academic areas, he/she may be placed in courses to help improve basic academic skills.

Some specialized tests are available and will be administered upon request of students and faculty depending on the need and availability of the tests. Vocational Inventories are an example. Students undecided as to a career choice are encouraged to see a counselor to schedule such a test. Referrals will be made to other agencies for testing when appropriate.

Handicapped Services

Robeson Technical College offers a wide variety of services to assist handicapped students in order to help remove any barriers which could interfere with learning. Some of the services provided are: special placement testing, if necessary; financial aid information including assistance in completing forms; classroom modification when needed; tutoring; individual advising and counseling; parking; and referrals to other agencies when necessary. Any student who has a handicap should report to the Handicap Coordinator in Student Services. Handicapped parking stickers may be obtained if there is a need for such.

Robeson Technical College recognizes a “qualified handicapped person” as one who meets the federal definition of handicapped. A handicapped person is defined as “any person who (1) has a physical or mental impairment which substantially limits one or more major life functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working; or, (2) has a history of having been classified as having a mental or physical impairment that substantially limits one or more major life activities.”

Tutorial Services

Tutorial Services are available to all students day and evening. This program is designed to assist those students who: (1) request tutoring; (2) are falling behind in their studies; (3) are on academic probation and (4) desire to improve their class standing. The services are free. You may obtain tutorial assistance through the tutorial coordinator, a counselor, or your advisor.

Veteran Services

Information and requests pertaining to veteran affairs can be secured from the Veteran Affairs Officer in Student Services. The veteran student must maintain satisfactory academic progress, attendance, and conduct for continued eligibility payments. Refer to Veterans Affairs section of the Student Handbook.

Placement Services

Placement Service is available to students seeking part-time or full-time employment. The Job Placement Coordinator maintains contact with employers who are looking for qualified applicants and schedules interviews on and off campus throughout the year. All students are urged to register with the Placement Office and to complete a placement packet before graduation. Upon request by a prospective employer, a set of the student's placement records is sent to the employer by the Placement Office. Students and alumni are encouraged to use this service as often as they wish.

Financial Assistance

Information and applicants for financial assistance can be secured from the Financial Aid Officer in Student Services. (Refer to Financial Assistance section of catalog.)

Communications

The college publishes a newsletter (NEWSBEAT) and a biweekly bulletin (SCOOP) to help students keep abreast of campus activities and important announcements. Bulletin boards, located throughout the campus, also carry daily announcements and information vital to the student.

Health Services

Robeson Technical College, a commuter college, maintains no health facilities other than first aid equipment. The responsibility for medical services rests with the student and his/her parent or guardian. Emergency facilities are available at Southeastern General Hospital, Lumberton, and a registered nurse is on campus or on call during the day. In case of an emergency, an instructor or Student Services should be notified immediately.

Confidential records concerning the general health of physical disabilities of students are maintained in the Student Services office. Appropriate faculty members are informed in a confidential manner of special disabilities of students with whom they come into contact when such information may be vital to the welfare of the student.

Student Orientation and Transfers

Orientation is planned to welcome entering students and to provide a smooth and successful adjustment to the school and its personnel. The program is designed to acquaint students with academic policies, co-curricular activities, fellow students, and the school facilities. Orientation for new students takes place each quarter before classes start.

Student Handbook

A student handbook, issued at orientation, is prepared by Student Services with the aid of interested faculty, staff, and student council members. The handbook is a guide for students in acquainting themselves with practices, policies, and procedures of the college. Copies are issued during orientation and are on hand at all times in the Student Services office. It is the responsibility of each student to know the contents.

Student Records

An official transcript of academic work at Robeson Technical College will be forwarded upon request to schools in which the student seeks or intends to enroll. The first two transcripts requested will be prepared without charge. Additional transcripts will be prepared at a cost of one dollar per copy. No transcripts will be released until the student account is cleared with the Business Office.

Transcripts will not be released to any agency without a waiver being signed by the eligible student making the request.

Housing

The college does not operate dormitory facilities nor does it assume responsibility for housing. Upon request, Student Services will assist students in locating adequate facilities in the area. Final decisions and arrangements are the responsibility of the student and the landlord.

Policy Governing Misconduct

Students are expected to display the qualities of courtesy and integrity that characterize the behavior of ladies and gentlemen. In order to protect the rights and privileges of all students, a policy governing student misconduct has been adopted by the Board of Trustees. A copy of the complete policy is on file in the library. Upon request, students may obtain a complete copy from Student Services. The policy describes procedures followed in producing a reliable determination of the issues, while assuring students fairness and due process of law in any case that may terminate in expulsion.

Graduation

The Registrar reviews records for each graduate to determine that all requirements and obligations have been met.

Requirements and Obligations:

1. Submit an application for graduating to the Registrar immediately after registering for final quarter of study.
2. Complete all required courses.
3. Have a minimum quality point average of 2.0.
4. Pay graduation fee of \$20. Students approved to graduate in absentia are not exempt from this fee.
5. Have final grades on courses originally graded "I".
6. Must have all financial obligations to the school taken care of. This includes graduation fee, and fees owed to the Business Office, Library, Bookstore, or any other financial debt to the school.
7. Complete a placement packet in the placement office.
8. Commencement exercises are held in August at the end of the fourth quarter. Any student who graduates at the end of the first, second or third quarter should pay their graduation fee upon completion of all required courses. Graduates who do not pay this fee will be denied transcript services until such time it is paid.

Diplomas

Upon graduation, students should check for errors in the spelling of their name on diplomas. Any corrections must be filed with the Registrar's office within 60 calendar days after graduation.

The replacing of a diploma for any reason after that time will be at the student's expense.

Honors

The Dean's List and President's List are published at the end of each quarter. Full-time students who have made all B's and above qualify for the Dean's List. Students who achieve a 4.0 average qualify for the President's List.

Graduates who have cumulative averages of 3.5 and above are recognized at commencement as graduating with honors.

Commencement marshals consist of the seven students from degree (two year) programs with the highest academic averages at the end of the spring quarter when at least one half of their academic requirements toward graduation have been completed. No student shall serve as a marshal more than one time in the same program of study. The chief marshal shall be the senior student (rising or current who meets the criteria stated above) with the highest academic average.

Awards

Each year at commencement, several companies, businesses, and/or persons present awards to outstanding graduates.

Visitors

We welcome visitors. All visitors will be directed to the Office of the President or the Office of Admissions and Support Services. Visitors must be accompanied by a tour guide and are subject to the regulations of the school while on campus. Former students are classified as visitors and must follow the same procedure. Any unauthorized personnel on campus can be requested to leave the college's premises. Refusal to leave the campus when requested will result in a request to the appropriate law enforcement personnel for removal. Trespassing charges may be filed.

Student Activities

Student Government

The Student Government Association is comprised of all curriculum students who are enrolled at Robeson Technical College. All SGA members are encouraged to be active participants in student affairs and to voice opinions and thoughts through their organization.

Officers and representatives of the SGA are elected in October and provide leadership for the student body. The SGA sponsors athletic and social activities that enhance student campus life. Students are involved in school affairs, with active participation on various advisory and ad hoc committees. Representatives of the SGA usually attend state conferences in the Community College System.

A budget governing the student activity fee for the following school year is recommended by the SGA in the spring. The budget usually covers special projects, student insurance, socials, and dances.

Dances

Several dances under the sponsorship of the SGA are held each year. A portion of the activity fee is budgeted to cover costs.

Field Day

SGA sponsors an annual Field Day and schedules competitive outdoor activities, sports, and a cookout.

Student Publications

Student publications must be approved and sanctioned by the Student Government Association and Administration.

Control of student publications is maintained by the SGA and the Administration. Misuse or abuse of such publications may cause the termination or abolishment of a designated publication.

Athletics

Athletics are available on a limited basis at RTC. An intramural program is encouraged. The RTC campus provides room for expansion and is adding those activities requested that are within budgetary limits and school policy.

Special Events

The Student Government may sponsor other activities such as films, speakers, and related activities that are of interest to the students. When such occasions arise, students are notified in advance and are encouraged to participate.

Clubs

The Student Government Association sponsors formation of clubs according to student interest. Information may be secured from Student Services or the SGA President.



Admissions Policy

Robeson Technical College maintains an “open door” policy for all applicants who are high school graduates or who have reached their 18th birthday, and who can profit from further education. The college serves all students regardless of race, color, creed, sex, handicap, or national origin. All prospective students may be admitted to the different curricula based upon individual preparation and readiness.

Degree and Diploma Programs

Admission Requirements

Associate Degrees in Applied Science and General Education (two years):

1. **High school graduate** or the equivalent (applicants with equivalency certificates must meet minimum requirements set by North Carolina). A high school certificate is not an acceptable substitute for the diploma.
2. **Application.**
3. **Transcripts** of previous education. Transfer credits allowed when applicable.
4. **Complete standardized test battery.**
5. **Complete medical history form.**
6. **Complete residency form.**
7. **Counseling interview**, where applicable.
8. **Must be in acceptable physical and mental health.**
9. **Additional requirements for Associate Degree Nursing Program.**
 - a. **Completion of prerequisite courses: First Level** (persons entering at the Licensed Practical Nurse level) - Math for Nurses and Grammar; **Second Level** (persons who are already Licensed Practical Nurses) - Math for Nurses, Grammar, General Psychology, Human Growth and Development, Composition, Microbiology, and Introduction to Associate Degree Nursing.
 - b. **All transfer work must be from an accredited institution. Please note: Math for Nurses will not transfer to RTC.**
 - c. **A medical and dental exam by a physician (forms provided by the college).**
 - d. **Proof of recent inoculations for tetanus.**
 - e. **Submit three letters of recommendation (forms provided by the college).**
 - f. **Nursing students must purchase malpractice insurance. Coverage on a group plan is available at an annual rate of \$13.50. The rate may vary from year to year.**
 - g. **Must purchase uniform attire. (Forms provided by the college).**

- h. Upon satisfactory completion of the first year of the program, all students are encouraged to take the licensure examination for LPNs administered by the State Board of Nursing for North Carolina.
 - i. Must possess desirable personal qualities that include motivation, enthusiasm, and potential for the development of aptitudes needed for future employment in the practice of registered nursing.
 - j. Final interview with the Admissions Committee after all requirements have been completed satisfactorily.
10. Additional requirements for the second level of the Associate Degree Nursing Program:
- a. Must be a graduate of an accredited Practical Nurse Program.
 - b. Must have passed the State Board for Nurses (N.C. LEX - PN Exam).
 - c. Must furnish proof of licensure as a Licensed Practical Nurse.
 - d. Attend a three-week orientation session to the nursing program by the nursing faculty. (NUR 200)
 - e. One year of work experience as a Licensed Practical Nurse.
 - f. Complete comprehensive nursing exams in the following areas:
 - 1. Medical-Surgical Nursing
 - 2. Pediatric Nursing
 - 3. Obstetric Nursing
 - 4. Math for nurses

Diploma and Certificate Programs (One Year):

- 1. **High School graduate** or the equivalent is normally required for admission; however, exceptions may be made in certain circumstances (applicants with equivalency certificates must meet minimum requirements set by North Carolina).
- 2. **Application.**
- 3. **Transcripts** of previous education. Transfer credits allowed when applicable.
- 4. **Complete standardized test battery.**
- 5. **Complete medical history form.**
- 6. **Complete residency form.**
- 7. **Must be in acceptable physical and mental health.**
- 8. **Counseling interview**, where applicable.
- 9. **Additional requirements for Cosmetology:**
 - a. High school graduate or the equivalent
 - b. Medical examination by a physician within 30 days prior to registration.
 - c. Serological lab test, tuberculin skin test, or chest x-ray within 30 days prior to registration.

- d. Second quarter cosmetology students are required to purchase malpractice insurance coverage.

Early application is recommended to allow for adequate time for processing and to increase the opportunity for entry into programs of limited enrollment.

Special Credit Students

Adult students may be admitted under special provision that allows them to take up to 10 quarter hours of credit courses before completing admission requirements. However, all admission requirements must be met by the time the student has completed 10 quarter hours of work before credit is to be granted. In addition, a student may continue to be classified as “special credit” if his objective is other than that of completing a certificate, diploma, or degree program at Robeson Technical College.

All special credit students will register with one of the following codes: College Transfer - C301 College Special Studies, General - G301 General Special Studies, Technical - T301 Technical Special Studies, Vocational - V301 Vocational Special Studies.

Students who do not earn a “C” or better average on the first 10 credit hours attempted will be referred to a counselor for consultation before registering for additional courses.

Foreign Students

Foreign students must meet the same admission requirements as other students. Included with the application should be a transcript from an authorized school or university; a translation must be provided.

Special Admission Procedures For High School Students

To enroll the student must be at least 16 years of age.

The student should first obtain written approval or recommendation from the superintendent or other designated administrative officer having responsibility over the high school he/she attends.

This letter/recommendation should be brought to the RTC Admission Office for college approval. The student will then return a copy of the letter to the designated high school official.

If approval is granted, the college will advise the student of registration times and procedures. The student will be required to pay regular Robeson Technical College tuition and fees. No financial aid is available.

Transfer Students

Transfer students who have earned as many as 12 quarter hours of credit in other institutions of higher education may not be required to take the placement test. This will be determined based on the program the student wishes to enter and evaluation of all transcripts showing previously earned credit.

Returning Students or Readmission

Any student who interrupts his/her educational program by not registering for one or more regular terms of course work, or has graduated and wishes to enroll in another program, must reapply to the college through the Admissions Office and be approved by that office.

Notice of Admission

The applicant will be informed by the Admissions Office of his/her admissions status as soon as possible after all credentials have been received. Once the credentials have been evaluated and approved, the admitted student will be sent a pre-registration ticket that must be presented at the time of registration for designated quarter.

Regular Placement Test or Entrance Exam Schedule

The regular placement test is periodically scheduled throughout each academic quarter. Testing sessions are scheduled days and evenings to accommodate students with special needs. Students are notified of testing schedules after making application to the college. All persons (except Associate Degree Nursing (ADN) applicants) registering for 12 or more credit hours are required to take the entrance exam. There is no fee for taking the test.

Associate Degree Nursing (ADN) Test Schedule

All applicants applying to the Associate Degree Nursing (ADN) Program are required to take and pass the ADN Entrance Test in order to be considered for admission into the nursing program. Applicants are tested in two general areas-English/language and mathematics. The ADN test is scheduled several times throughout the regular academic year. Applicants will be notified by the Director of Testing of the date and time of the exam. There is no fee charged to take the exam.

Credit by Transfer

Robeson Technical College may accept credits earned from technical institutes and colleges. Only course grades of "C" or better will be accepted and such courses must parallel the content of RTC courses.

All applicants wishing to have credits transferred from another institution to RTC must submit an official transcript, and if necessary an appropriate catalog, to the Director of Admissions. Applicants who wish to transfer from other educational institutions must be eligible to return to the school last attended.

Any exception to this procedure must be approved by the Director of Records and Financial Services and only then by justifiable cause. A reference from the Dean of Student's Office from the last college (school) attended is required for transfer acceptance.

The Director of Records and Financial Services will determine the transfer credits allowable. This evaluation will be made at the time of acceptance and the student and his advisor notified in writing accordingly. Transfer credits will be posted to the student's permanent record. Transferring students must complete up to the equivalent of one quarter of work at Robeson Technical College in the degree or diploma program they plan to complete at Robeson Technical College.

Transfer to Other Colleges

Students who wish to transfer from one college to another, or to any other institution, should make application at the Registration and Records Office for a transcript ten days before it is needed. We do not issue or reproduce transcripts from other institutions. Requests for transcripts of work taken at other institutions must be directed to the institution concerned. Scholastic records of work completed at Robeson Technical College are free of charge and issued upon student request.

The school to which the student is transferring determines the number of hours of credit it will allow transfer students. Some four-year institutions grant full-credit work completed in the technical college. Students planning to transfer to a four-year college or university should check early with that institution's admissions office to determine requirements. Official transcripts will be released to other accredited and approved institutions upon written request. Official transcripts will not be released to the student.

Special Conditions

Any person who has been convicted of violations of, or has been known to violate, the North Carolina Uniform Narcotic Drug Act as a pusher (seller) or user of drugs listed as illegal shall not be admitted to Robeson Technical College except with the permission of the Director of Admissions and Support Services, Vice President of Educational & Student Services, and the Board of Trustees of Robeson Technical College.

Any person who has been indicted for violation of the North Carolina Narcotic Drug Act, or for which there is good reason to believe that the person has violated the N.C. Uniform Narcotic Drug Act will have his application for admission to Robeson Technical College held in abeyance until such time as his case is cleared in a court of law, or his name can be cleared through ample evidence supplied by the applicant or his/her representative.

Registration

Students are expected to register for course work at the time specified for each quarter by the Registrar. Formal registration for all curriculum courses is officially closed at the end of the first four scheduled days of the quarter. Any exception to this procedure must be approved by the Director of Admissions or the Director of Records & Financial Support Services, but only then by justifiable cause. Registration procedures and drop/add procedures as listed in the Student Handbook should not be confused.

Campus Security

Uniformed security personnel are employed by the college. Among their duties are campus safety and security, parking, and traffic control. Any acts of vandalism, theft, etc. should be directed to their attention or to the attention of William Carter in the Business Office. Loitering in parking areas is not permitted.

Student Finances

Expenses

Robeson Technical College receives financial assistance from local, state, and federal sources, allowing each student an educational opportunity at minimum cost. Tuition fees are set by the State Board of Education and are subject to change without notice. The payment of fees for each quarter is required at registration.

Tuition Fees

Full-time (12 or more credit hours)	Part-time (less than 12 credit hours)
In-state \$ 66.00	\$ 5.50 per credit hour
Out-of-state \$504.00	\$42.00 per credit hour

Residency Requirements

Tuition fees are governed according to in-state or out-of-state residency, and according to full-time or part-time status.

To qualify for in-state tuition rates, a student must have lived in North Carolina for at least 12 months immediately prior to his enrollment at RTC. Residing outside the state while in military service does not necessarily change residency status. Proof of residency rests with the student.

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials are set forth in detail in "A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes."

Each enrolled student is responsible for knowing the administrative statement of policy on this subject. Copies of the manual are available on request in Student Services, the Business Office, and the Library.

Student Activity Fee

For fall, winter and spring quarters, each student enrolled in 12 quarter credit hours or more (full-time) will pay a \$6 student activity fee per quarter.

Part-time students will pay activity fees according to the following schedule.

1- 4	Quarter Credit Hours-\$2
5- 7	Quarter Credit Hours-\$3
8-11	Quarter Credit Hours-\$4

For summer quarter, each student (full-time or part-time) will pay a \$1 student activity fee.

The activity fee is due and payable in the above stated amount at the registration for each quarter. The fee is non-refundable.

For all full-time and part-time curriculum students, \$1 per quarter of the activity fee will go towards accident insurance. This accident policy covers only bodily injuries caused by school related accidents while attending school during the hours and on days when school is in session. NOTE: The policy does not cover transportation to and from school.

The remainder of the student activity fee is to be used by the Student Government Association for such items as student publications, entertainment, athletic equipment, i.d. cards, and other activities.

Graduation Fee

A graduation fee of \$20 is charged each graduate. This fee is paid during the student's final quarter of study at RTC prior to graduation exercises. This fee is not refundable.

Breakage Fee

Breakage, damage, or loss due to negligence, carelessness, or other mishandling of school supplies, materials, or equipment by students is the responsibility of such students. They will be required to pay for damage to such items and may be subject to disciplinary action.

Refund Policy

Tuition refund for students shall not be made unless the student is, in the judgment of the college, compelled to withdraw for unavoidable reasons. In such cases, two-thirds of the student's tuition may be refunded if the student withdraws within 10 calendar days after the first day of classes as published in the school calendar. Tuition refunds will not be considered after that time. Tuition refunds will not be considered for tuition of \$5 or less. The student activity fee is non-refundable. In cases where the courses of curricula fail to materialize, all the student's tuition and activity fee shall be refunded.

Textbooks

Textbooks may be purchased in the bookstore. Cost of books vary according to the course of study. Normally, the average cost per quarter is \$65 for diploma programs and \$90 for degree programs.

Business Office

The payment of fees, receipt of loans, and the payment of refunds are major responsibilities of the Business Office. Office hours are 8 a.m. to 5 p.m. Monday through Thursday, and 8 a.m. to 3 p.m. on Friday.

Late Registration Fee

A late registration fee of \$5 will be charged students who register after the announced registration time. The late registration fee is not refundable unless there is an institutional error.

Student Insurance

Accident insurance covering the student during school hours is currently available each quarter. The cost is covered from the activity fee for all students, full-time and part-time, the payment of which has been approved by the Student Government Association. It is a limited policy covering only bodily injuries caused by school-related accidents. Contact the Business Office for more information concerning coverage. All claims should be reported to the Business Office.

School Ring

Students may purchase school rings after completing half the credit hours required for graduation. A check with the Registrar and subsequent approval must be obtained prior to placing orders.

Commencement Invitations

Students may order invitations and personal cards when measured for caps and gowns. The charge for invitations and cards is paid by the student.

Transcript Service and Fee

Students needing a copy of their transcript from Robeson Technical College should make application to the Registrar's Office ten days before it is needed. Transcripts are normally issued on Thursday of each week. Transcripts will be mailed directly to the student, person, or organization named on the Transcript Request Form or an unofficial copy may be issued directly to the student. Two transcripts of the student's record are furnished free. Additional copies are \$1 each.

Bad Check Policy

Students who write checks for registration and/or fee charges which are returned to the college by financial institutions for insufficient funds will be notified by the Business Office. These students will be given five work days to make the checks good. This may be done either by a cash payment or by certified check. After this five day period has elapsed, students who have NOT satisfied their financial obligations with the college will be withdrawn (dropped) from all classes and not permitted to continue attending classes. (A student is not officially enrolled until both the attendance and payment requirements have been met.) Students cannot re-enroll for any future quarters until such obligations are satisfied.

Student Financial Aid

Robeson Technical College's financial aid program exists to ensure that no qualified student will be denied the opportunity to continue his education because of economic disadvantages. Through a program of loans, grants, scholarships, work-study positions, and part-time employment, the student enrolled at RTC is able to supplement his own resources and those of his family to complete a course of study. The Student Financial Aid Office firmly believes that the primary responsibility for financing the student's education rests with the family.

The family is expected to contribute according to its income and assets, just as the student is expected to share in this responsibility through savings, summer work, and part-time employment if necessary.

All federal aid programs require the assessment of financial need based on parental ability to contribute toward the educational expenses.

The student is the focus of the program in the Student Financial Aid Office. Every effort is made to be of genuine assistance in helping the student resolve his financial difficulties.

Application forms and additional information may be received by writing or visiting the Financial Aid Office.

Types of Financial Aid

GRANTS

Pell Grants

Pell Grant is a federal aid program providing funds to students enrolled at approved colleges, community and junior colleges, universities, vocational-technical schools, hospital schools of nursing, and other approved post-secondary educational institutions. Grants normally cover four years of undergraduate study and are intended to be the foundation of a student's financial aid package. Pell Grant is a gift aid and no repayment is required.

Awards are based on demonstrated financial need, which is determined by a national formula applied uniformly to all applicants. The level of Pell Grant funding is determined by federal appropriations.

Pell Grant application forms are available from Pell Grants, P. O. Box 4120, Iowa City, Iowa 52244; or from the Financial Aid Office, RTC, Lumberton, N.C. 28359.

Pell Grant will mail to you, at the address you list on the form a three-

page document called a "Student Aid Report." This report tells you whether or not you are eligible and instructs you to take all three copies of this form to the Financial Aid Office at the school you will be attending.

For you to receive a Pell Grant Check, RTC must have all three copies of the Student Aid Report signed by the student. Also, students must complete all the verification and validation requirements.

Forms received by the Financial Aid Office before August 1 will be processed in time for you to be approved at the fall quarter registration. You must not owe a refund for grants previously received for educational purposes. You must be maintaining satisfactory progress (See grading scale).

North Carolina Student Incentive Grant (NCSIG)

Legal residents of North Carolina accepted for enrollment in an undergraduate program of study may apply. The amount of each grant will be based on the individual student's demonstrated financial need in relation to resources and cost of education, but may not exceed \$1,500 per academic year. Applications must be received no later than May 1. Applications received after May 1 will be processed if funds are available. The program is administered through the N.C. State Education Assistance Authority by College Foundation, Inc. To apply for the NCSIG a student must complete the FAF or Act Financial Aid form.

Supplement Educational Opportunity Grant (SEOG)

Funds for this program are provided by the Federal Government. The awards are made by the Financial Aid Office to a limited number of students with financial need who without the grant would not be able to attend school. SEOG funds are awarded on a first-come, first-served basis to students based on need.

In order to be considered you must be an undergraduate student who has not previously received a bachelor's degree.

You must be enrolled or accepted for enrollment on at least a half-time basis and be making satisfactory progress in the course of study you are pursuing.

You must be a United States citizen or a permanent resident. To apply, you must complete and turn in a Student Aid Report.

LOANS

College Foundation, Inc. (Federally Insured Loans)

Legal residents of North Carolina enrolled full-time may borrow through College Foundation for undergraduate study or vocational-technical training. The maximum loan for an academic year cannot exceed the total cost of education less other financial aid received. The annual percentage rate is nine percent simple interest. Applications should be received by College

Foundation at least 90 days prior to the beginning of a school term to ensure notification before registration. For more information, contact the Financial Aid Office.

Nursing Loans

Loans are available to students enrolled in the Associate Degree Nursing Program. The maximum amount that may be received is \$2,500 for each full academic year. Maximum amount is \$5,000 for two years.

Loans are administered by the Department of Human Resources, Raleigh, N.C. For more information, contact the Financial Aid Office.

Southeastern General Hospital Loans

A limited number of loans are available to students enrolled in the ADN program through Southeastern General Hospital. Students should contact the Financial Aid Office at RTC for specifics concerning these loans.

EMPLOYMENT

College Work-Study

The College Work-Study Program provides part-time jobs for students who have great financial need and who must earn part of their educational expenses. The Federal Government provides funds to educational institutions which in turn have jobs available for students. At RTC students work in a variety of offices and departments with their work schedule built around their academic schedule. Students may work up to 15 hours weekly while attending class full-time. Eligibility is determined by enrollment and financial need. For more information, contact the Financial Aid Office.

OTHER PROGRAMS

G.I. Bill

The G.I. Bill is designed to provide educational benefits for servicemen and women once they leave the military and enter the civilian life.

Benefits must be used within 10 years of the date of discharge. The number of months you are eligible for benefits is determined by the number of months of service. This is based on 1½ months of benefits for each month of active duty up to a maximum of 45 months of benefits.

The amount you will receive each month depends on your course load and your number of dependents. For more information, contact the Veterans' Affairs Office in Student Services.

Veterans Administration regulations require that all transcripts of the veteran student be evaluated and credit granted where applicable. Therefore, all veterans must furnish the admissions office and the veteran office with transcripts of all previous educational efforts prior to initial certification.

War Orphan Program

The War Orphan Assistance Program is a federal program that provides funds for the education of children, wives, and widows of veterans who died or were permanently and totally disabled as the result of service in the Armed Forces. To apply, contact the Office of Veterans' Affairs in Student Services.

North Carolina War Orphan Program

The North Carolina War Orphan Program provides funds to institutions for the waiver of tuition for children of totally disabled or deceased North Carolina War Veterans. Veterans must be 100 percent disabled and their disability does not necessarily have to be war related. To apply, contact the Office of Veterans' Affairs in Student Services.

Vocational Rehabilitation

The Vocational Rehabilitation Program provides educational assistance for individuals with physical or mental disabilities.

Eligibility is determined by a general medical examination from a medical doctor in accordance with the Vocational Rehabilitation Program. (For further information on eligibility, consult your Vocational Rehabilitation Office.)

Social Security

Benefits may be paid to students under 22 years of age who have one or more deceased or disabled parents that were covered by Social Security. A curriculum student must be taking a minimum of 12 credit hours per quarter to qualify. Learning Lab and/or high school students must attend a minimum of 20 contact hours per week. Contact the nearest Social Security Office for further information.

Jobs Training Partnership Act (JTPA)

Funds may be available to students from low-income families through the local job service office. JTPA pays for tuition, fees, books, and helps the student to become gainfully employed. Contact the Financial Aid Office for more information.

Lumbee Regional Development Association

Funds are available for students from low-income families through LRDA. The student can earn work-study training allowances plus the cost of tuition and fees. Contact the LRDA offices in Pembroke, N.C.

Migrant and Seasonal Farmworkers Association

Funds are available for students from low-income families through MSFA. The student is paid a training allowance plus cost of tuition, fees, and books. Contact the Migrant and Seasonal Farmworkers Association offices in Fairmont or Red Springs, N.C.

National Guard Tuition Assistance Program

Members of the North Carolina National Guard may be eligible to receive tuition assistance for attending RTC. Contact your local unit for information.

Institutional Grants and Scholarships

A number of grants and scholarships are offered to students attending Robeson Technical College by civic organizations, service clubs, and individual donors. These awards are made on the basis of need, subject to the availability of funds. No award is made until a student has completed all admission requirements and has been accepted for enrollment. All awards are subject to the final approval of the Financial Aid Committee which is composed of three representatives from the faculty, one representative from the Business Office, and the Financial Aid Officer. The committee meets periodically to consider requests and to make awards. Students who encounter financial difficulty at any time should confer with the Financial Aid Officer in Student Services.

For More Financial Aid Information

For more information, see the **Student Financial Aid Booklet**.

Academic Procedures

Regulations and Requirements

Each student enrolled in a degree, diploma or certificate program is expected to maintain satisfactory progress toward completion of requirements for that program. A 2.0 quality point average is required for graduation in all programs. Students are expected to maintain this average to be considered in good academic standing.

For purposes of determining academic progress, quality point averages are computed on the basis of the credit hours attempted on which final grades have been received in the student's program of study. All courses attempted are considered to be part of the student's program of study when determining academic progress.

Cumulative Academic Eligibility Standards

For minimum academic progress toward successful completion of a program of study, a student must maintain the following minimum quality point average in relation to the number of credit hours attempted.

Two-Year Curricula

*All Quarter Hours Credit Attempted	Quality Point Average
0-22	1.3
23-42	1.5
43-62	1.7
63-81	1.9
82-100	2.0
101-over	2.0

One-Year Curricula

*All Quarter Hours Credit Attempted	Quality Point Average
0-24	1.3
0-18 (Developmental Studies Only)	1.3
25-44	1.6
19-30 (Developmental Studies Only)	1.6
45-63	1.9
31-43 (Developmental Studies Only)	1.9
64-over	2.0
44-over (Developmental Studies Only)	2.0

To Graduate - 2.0 Quality Point Average Required

*Students are encouraged to maintain a record with their total hours

attempted at RTC to interpret the above table. Academic counselors and advisors are available to assist any student to interpret correctly the above table.

This scale will be used as the basis for determining a student's status for purposes of academic progress at Robeson Technical College and certification to the Veterans Administration, Social Security Administration, Division of Vocational Rehabilitation, student grant, loan, scholarship, and financial aid agencies, as well as other public and private agencies requiring such information. Certain curricula may have minimum course grade requirements which will be specified either in the Student Handbook or a department bulletin.

Each student enrolled in RTC is expected to be aware at all times of his academic status and to be responsible for knowing whether he has met the minimum academic requirements according to RTC's catalog. Furthermore, students are required to consult with their advisors once a quarter concerning academic progress.

Academic Advisement

Students whose cumulative grade point average falls below those listed in the scale will be placed on academic advisement. This will not be a probation status. The student will be required to consult with his faculty advisor and counselor to review academic progress and plan a strategy for improving academic progress.

The Registrar will provide counselors with a list of students not making satisfactory progress each quarter.

Academic Probation

Any student who falls below the specified minimum at the end of the quarter following academic advisement will be placed on academic probation for the following quarter. Students will be required to meet with their academic counselor while on academic probation.

A student on academic probation will not be allowed to participate in extracurricular activities. These activities include: holding an office in the student government association, or any other activities which require the student to represent RTC officially.

A student who has been on probation for one quarter may be required to reduce his course load. This may be required until the probationary status is removed. Students may be required to further reduce their course load, choose another program of study, or register for Developmental Studies or special programmed studies to strengthen their educational background and thereby increase their likelihood of making satisfactory progress. A student may be suspended for consistent failure to show active initiative toward fulfillment of his or her chosen educational goal.

Academic Suspension

Satisfactory progress is the responsibility of the student. A student who has been on academic probation for one quarter following his/her quarter of academic advisement may be suspended from his/her program.

Academic suspension will be for one quarter. At the end of one quarter, the student may reapply for readmission. Students who do not attain the required quality point average for two quarters following reinstatement to the college may be suspended permanently.

Student may appeal notice of suspension to the Director of Admissions & Support Services. The director will meet with student, student's counselor, and faculty advisor.

Quarter System

Robeson Technical College is on a quarter schedule. The fall, winter, spring, and summer quarters are each approximately 11 weeks in length. The college is in session five days and four nights a week.

Class Schedule

Basically, all classes, credit and non-credit, are scheduled between the hours of 8:30 a.m. and 10:30 p.m. Monday through Thursday, and 8:30 a.m. to 3 p.m. on Friday. Normally, classes for full-time day students are scheduled between 8:30 a.m. and 3 p.m.

Contact Hours

The contact hours shown in the catalog are minimal. The policy of the college permits students to enroll in additional subjects and laboratory work beyond those shown in the catalog.

Credit Hours

Quarter hours of credit are awarded as follows: one quarter hour of credit for each hour per week of class work, one quarter hour of credit for each two hours per week of lab work, and one quarter hour of credit for every three hours of shop work.

Attendance Policy

Regular class attendance is expected of all students. Instructors will keep an accurate class attendance, and these records will become part of the student's official records. Absences are a serious deterrent to good scholarship, and it is impossible to receive instruction, obtain knowledge, or gain skills when absent from class. Being late for class is also a serious interruption of instruction. As students are adults with many responsibilities, an occasional absence might be absolutely necessary. However, such absences in no way lessen the student's responsibilities for meeting the requirements of the class. Students are responsible for making up any missed class assignments.

Students' names will be placed on a class roster once they have officially made their payment for tuition and fees. Students shall maintain attendance in said class until one of the following occurs:

1. Student withdraws. (He/She officially withdraws. This constitutes student's withdrawal and is effective as of that date.)
2. Administrative withdrawal
 - a. Student fails to maintain class attendance as described by the instructor's course syllabus.
 - b. Consecutive absences for a period exceeding one full week of classes.
 1. Classes that meet **one time** a week--drop if not in attendance the second time.
 2. Classes that meet **twice** a week--drop if not in attendance the third class.
 3. Classes that meet **three times** a week--drop if not in attendance the fourth class.
 4. Classes that meet **four times** a week--drop if not in attendance the fifth class.
 5. Classes that meet **five times** a week--drop if not in attendance the sixth class.
 - c. The responsible instructor is reasonably assured that the student does not intend to pursue the learning activities of the class. (This constitutes administrative withdrawal and is effective as of that date.)
 - d. He/she completes the minimum objectives stated for the class or transfers to another class.
 - e. Exceptions to "B" above will be made for bona fide reasons only and must be approved by the Directors for Educational Services before readmission to a class is permitted.

Tardies

A tardy is defined as "a student entering class after the roll call or instruction begins." Being late for class is a serious interruption of instruction and may affect a student's academic grade for the course. Individuals who enter class after the roll call or instruction begins will have their attendance recorded from the time they enter the class. Three tardies constitute one absence.

Course Substitution

A student may be permitted to take higher level courses (technical) up to 12 credit hours in lieu of lower level courses (vocational) upon request to the Director of Educational Services.

Credit by Examination

Advanced placement is offered to students who because of their demonstrated abilities are qualified to accelerate their studies. To earn advanced placement, a student may take a proficiency examination in any subject which he can demonstrate a mastery of theory and practical application. Exception: Proficiencies are not given in English 022, 102, 103, 105, 106, 204, 1102 and 1104. Under no circumstances will credit be given when the challenge examination grade is less than "C". Total credits earned by examination shall not exceed 25 credit hours.

The following procedures will serve as guidelines in making application for all proficiency examinations:

1. The following persons will not be permitted to take proficiency examinations:
 - a. Persons who have taken the proficiency examination previously.
 - b. Persons who have either enrolled in and/or dropped from the course.
 - c. Persons who were enrolled in and failed the course.
 - d. Persons who apply for a proficiency examination with less than three weeks remaining prior to the next quarter in which the course is offered, except when permission is granted by the instructor, the Director of Records & Financial Services, and the Director of Educational Services.
2. Make application to the Director of Records & Financial Services for the proficiency examination.
3. The Director of Records & Financial Services will review the student's background and make a recommendation to the Director of Educational Services. Because of specific program or course requirements, credit for certain courses may not be eligible for proficiency examination.
4. The Director of Educational Services will evaluate the application and consult with personnel in the appropriate subject area. Upon approval of the application, an examination in theory and practicum (where applicable) will be given. Once approved, all examinations must be completed within the time designated by the Director of Educational Services.
5. After evaluation of the examination by the instructor, it will be forwarded to the Director of Educational Services with appropriate recommendations.
6. The Director of Educational Services will certify to the Director of Records and Financial Services appropriate credit earned.
7. Credit earned by proficiency examination will be entered on the student's transcript as credit hours passed. No grade or quality point value will be assigned. Credit earned by proficiency examination will not be used in determining QPA.

For credit by examination, full-time students are exempt from additional tuition charges. However, part-time students must pay the Business Office the tuition charge required by the state for each quarter hour credit; this fee is not refundable. A registration form must be completed in Student Services after approval has been obtained to take a course by examination. Fees will be paid in the Business Office. A green data card will be given to the student by Student Services after fees have been paid. This card will be given to the appropriate instructor by the student.

Drop/Add Procedures and Withdrawal

A student may drop or add a course at any time within the first four scheduled days of the quarter under the following provisions:

1. No grade penalty will be incurred for dropping a course within first four scheduled days of the quarter.
2. A student adding a course will be responsible for all makeup work required.
3. The student must contact the Registrar and his advisor and complete a drop/add form. It must be signed by the advisor or appropriate instructors.

Any student dropping a course after 10 class days with less than a "C" average in that course is subject to receive a "WF" for that course. (A "WF" is a punitive grade and will be treated as an "F") However, a student not having a "C" average and having a bona fide reason for withdrawal may receive a "WP" if approved by the Director of Educational Services. Appeals should be made within two weeks of the date of withdrawal.

If a student drops at the beginning of a course and the instructor is unable to evaluate a grade, a "W" may be given. A "W" is a nonpunitive grade and will have no effect on QPA standing.

A student withdrawing from the college during the academic year must consult with his faculty advisor and secure a withdrawal form. If the student should find it necessary and not be able to meet with his advisor, he should then contact a Student Service counselor to obtain the withdrawal form. To complete an official withdrawal, the student must obtain the instructor's signature, along with a grade, and return the withdrawal form to the Registrar's Office.

Grading System

The 4.0 Quality Point Average system is used to calculate student grade averages.

Grade		Meaning	Quality Points Per Credit Hour
A	93-100	Excellent	4
B	85-92	Good	3
C	77-84	Average	2
D	70-76	Poor, but Passing	1
F	Below 70	Failure	0
W		Withdrew	0
WP		Withdrew Passing	0
WF		Withdrew Failing	0
		(Computed as failure)	0
I		The I grade is computed as an F until the course requirements are met to the instructor's satisfaction. Incomplete work must be completed within six (6) weeks of the next quarter, otherwise, it will remain as a punitive grade of F	0
AU		Audit (enrollment as a special or non-credit student)	0
CP		Credit by Proficiency	0
TC		Transfer Credit	0

Example of Computing Quality Points Earned

Course		Credit	Grade	Quality Points Per Credit Hour	Grade Points Earned
ENG	1101	3	C	2	6
PME	1101	7	B	3	21
MAT	1101	5	A	4	20
PHY	1101	4	F	0	0
DFT	1101	1	D	1	1
		<hr/> 20			<hr/> 48

The quality point average is computed by dividing grade points earned by the total credit hours attempted. In the preceding example, 48 divided by 20 equals 2.40 quality point average. All grades A through F, WF (which is treated as F), and Incompletes which are not made up within six weeks of the next quarter (treated as F), are counted in computing the quality point standing. Credit by transfer and credit by examination are not included in computing the quality point standing.

Auditing Courses

Students who wish to audit courses must register through regular channels. Auditors receive no credit but are expected to adhere to the same attendance policy as credit students. Auditors will be charged the same fee as students taking courses for credit. An audit cannot be changed to credit or credit to audit after the deadline for adding courses.

Repeating Courses to Raise Grade Point Average

To raise a grade F or D in any course, the student must re-register officially for the course, attend class regularly, do the required work and pass the required examinations. When a course is repeated, only the grade on the last course attempt is used computing the QPA standing. Veteran students will not receive any educational benefits (pay) for courses previously attempted and passed.

Grade Reports

Grade slips will be mailed to students at the close of each quarter.

Change of Name and/or Address

In order that official records may be kept up-to-date, change in name and/or address must be reported immediately to the Student Services office.

Records of Progress

Records of progress are kept by this institution on veteran and non-veteran students alike. Progress records are furnished the students, veterans and non-veterans alike, at the end of each scheduled term.

Financial Obligations

Students records will not be released until financial obligations are cleared by the student.

Re-enrollment

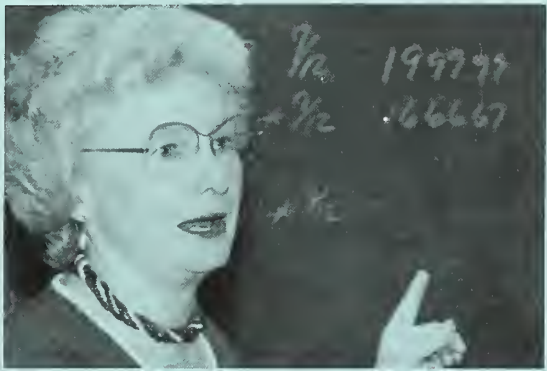
To re-enroll after a student has withdrawn, the student must have satisfied the Business Office, Student Services, and Library of all financial obligations. No student will be permitted to enroll for future quarters when his name appears on the financial delinquent list published by the Business Office. Students applying for readmissions must be cleared through the Director of Admissions Office.

Additional Requirements For Graduation

Robeson Technical College is not obligated to offer courses not listed in the current catalog. Those students not continuously enrolled are required to meet the graduation requirements of the catalog that is current at the time of their re-enrollment.

Not continuously enrolled will be interpreted as not being enrolled for a period of one year or longer.

Educational Programs



GENERAL EDUCATION (Associate Degree)

The Associate Degree in General Education program is essentially a two-year residential program in which a student may complete all work toward an associate degree. It is a program of general education beyond high school for those students who desire a basic exposure to the areas of English, literature, fine arts and philosophy, social science, science and mathematics but who would like to tailor their programs to personal interests rather than to specific professional requirements.

The Associate Degree in General Education is designed primarily for adults who wish to begin work toward a college degree or to continue a degree program started at an earlier date. Adults who want to explore a subject for their own enrichment and pleasure may enroll as special students, i.e., those who are not seeking a degree; such students may elect to take only one course each quarter, during the day or evening, in the General Education program. Classes are scheduled during the day and at night so that employed persons may attend. Each General Education program student is offered special assistance in planning his/her educational program and in relating his/her program to his/her personal goals.

Courses offered in the program are college level. Elective courses outlined in this program will be accepted as electives at the gaining institution. Individual major requirements at the gaining institutions must be completed.

Graduates of the Associate Degree in the General Education program may elect to transfer to a four-year college or university to pursue a baccalaureate degree. Many four-year schools will accept full credit earned in the associate degree program; however, students planning to transfer associate degree credits should plan their program to fit the requirements of the gaining college or university.

Faculty

Faculty for the Associate Degree program in General Education are academically prepared to provide collegiate-level education in their major area of study.

All faculty teaching in the social sciences, natural sciences, humanities, creative or applied arts, and technical areas have appropriate masters degrees.

General Education G-020

			Hours Per Week		Hours
			Class	Lab	Credit
Fall Quarter					
ENG	105	Composition	5	0	5
BIO	103	Biology I	4	2	5
HIS	105	American History	5	0	5
			14	2	15
Winter Quarter					
ENG	106	Composition	5	0	5
MAT	110	Fundamentals of College Math	5	0	5
BIO	104	Biology II	3	2	4
HIS	106	American History	5	0	5
			18	2	19
Spring Quarter					
MUS	101	Music Appreciation	5	0	5
ENG	204	Fundamentals of Speech	5	0	5
ENG	108	American Literature	5	0	5
MAT	111	College Algebra	5	0	5
			20	0	20
Fall Quarter					
PHY	101	Physics I	3	2	4
ENG	107	World Literature	5	0	5
ART	101	Art Appreciation	5	0	5
			13	2	14
Winter Quarter					
PHY	102	Physics II	3	2	4
ECO	102	Economics I	3	0	3
POL	210	American Government	5	0	5
			11	2	12
Spring Quarter					
PSY	101	Introduction to Psychology	5	0	5
SOC	201	Principles of Sociology	5	0	5
					**6
			10	0	16

*Electives: Any technical course in the Business Education area.
Minimum of 6 hours must be taken.

**6 to 10 hours

GE-Required Credit Hours for Graduation

97

Associate Degrees in Applied Science

Courses in the Associate Degree level programs are designed to meet the increasing demand for high level industrial and technical skills. The programs are planned to prepare students to earn a living as technical personnel in business, industry, government, and as owner-operators of their own businesses.

These curricula require two years of completion. Students enrolled in these programs, in addition to taking courses that are occupational in nature, take general education courses in the areas of English and social science. Even though these curricula programs are college level, they are designed for entrance into employment, not for college transfer. Certain courses in the technical programs, however, may be accepted by a four-year college or university for transfer credit.

An Associate in Applied Science Degree is awarded students completing these programs:

- Accounting
- Banking and Finance
- Business Administration
- Business Computer Programming
- Early Childhood Associate
- Electrical Engineering Technology
- General Office
- General Technology Curriculum Core
- Industrial Maintenance Technology
- Law Enforcement Technology
- Nursing Education Option,
(Practical and Associate Degree)
- Secretarial - Executive
- Vocational Instructors



ACCOUNTING

Curriculum Description

The purpose of the Accounting curriculum is to prepare the individual to enter the accounting profession through study of accounting principles, theories and practices with related study in law, finance, management and data processing operations.

The curriculum is designed to prepare the individual for entry-level accounting positions, such as junior accountant, bookkeeper, accounting clerk, cost clerk, payroll clerk and related data processing occupations.

With experience and additional education, the individual will be able to advance to positions such as systems accountant, cost accountant, budget accountant and property accountant.



Job Opportunities

Entry Level - Accountant, Estimator, Bookkeeper I, Bookkeeping-Machine Operator I, Accounting Clerk

Advanced Level - Budget Accountant, Cost Accountant, Property Accountant, Systems Accountant, Bookkeeper II, Bookkeeping-Machine Operator II

Accounting T-016

			Hours Per Week		Hours Credit
			Class	Lab	
Fall Quarter					
ENG	101	Grammar	5	0	5
BUS	101	Introduction to Business	3	0	3
BUS	109	Business Mathematics	5	0	5
EDP	104	Survey of Data Processing	3	0	3
BUS	102	Typewriting I	2	3	3
			18	3	19
Winter Quarter					
ENG	102	Composition	3	0	3
EDP	121	Data Processing Math	3	0	3
BUS	120	Accounting I	3	2	4
ECO	102	Economics I	3	0	3
EDP	109	BASIC I	2	4	4
			14	6	17

Spring Quarter

ENG 103	Report Writing	3	0	3
BUS 115	Business Law I	3	0	3
BUS 121	Accounting II	3	2	4
ECO 104	Economics II	3	0	3
EDP 110	BASIC II	2	4	4
		14	6	17

Summer Quarter

BUS 235	Principles of Management	3	0	3
BUS 122	Accounting III	3	2	4
BUS 116	Business Law II	3	0	3
EDP 205	Computerized Accounting	2	3	3
BUS 110	Office Machines	1	2	2
		12	7	15

Fall Quarter

ENG 206	Business Communications	3	0	3
BUS 123	Business Finance I	3	0	3
BUS 222	Intermediate Accounting I	3	2	4
BUS 225	Cost Accounting	3	2	4
EDP 217	Spreadsheet	2	2	3
		14	6	17

Winter Quarter

ENG 204	Fundamentals of Speech	5	0	5
BUS 124	Business Finance II	3	0	3
BUS 223	Intermediate Accounting II	3	2	4
BUS 229	Taxes	3	2	4
BUS 113	Introduction to Word Processing	2	3	3
		16	7	19

Spring Quarter

SSC 201	Social Science	3	0	3
PSY 231	Personal Development	3	0	3
BUS 224	Intermediate Accounting III	3	2	4
EDP 218	Data Base Management System	2	4	4
		11	6	14

ACCT-Required Credit Hours for Graduation**118**

BANKING AND FINANCE

Curriculum Description

The purposes of the Banking and Finance curriculum are: (1) to prepare the individual to enter the banking and finance industries, (2) to provide an educational program for the banking employees wanting to receive the American Institute of Banking certificate, and (3) to provide an educational program to upgrade or retrain individuals presently employed in the banking or finance industry.

These purposes will be fulfilled through study in areas such as banking and finance principles, theories and practices, teller operations, lending and collections procedures, financial analysis, marketing and public relations.

This curriculum will provide the opportunity for an individual to enter a variety of banking and finance jobs in retail banks, commercial banks, government lending agencies, mortgage banks and credit companies.



Job Opportunities

Entry Level - Accounting Clerk, Teller, General Clerk, Collector and Adjuster

Advanced Level - Branch Manager, Departmental Manager, Advertising Departmental Manager, Budget Departmental Manager, Personnel and Training, Banking Staff Assistant

Banking and Finance T-112

		Hours Per Week		Hours
		Class	Lab	Credit
Fall Quarter				
BUS 109	Business Mathematics	5	0	5
ENG 101	Grammar	5	0	5
BUS 101	Introduction to Business	3	0	3
BUS 102	Typewriting I	2	3	3
		15	3	16
Winter Quarter				
BUS 120	Accounting I	3	2	4
*ENG 102	Composition	3	0	3
*BUS 110	Office Machines I	1	2	2
AIB 202	Principles of Bank Operations	4	0	4
		11	4	13

Spring Quarter					
*BUS	121	Accounting II	3	2	4
*ENG	206	Business Communications	3	0	3
BUS	115	Business Law I	3	0	3
ECO	102	Economics I	3	0	3
			12	2	13
Summer Quarter					
*BUS	116	Business Law II	3	0	3
ECO	104	Economics II	3	0	3
AIB	209	Installment Credit	4	0	4
EDP	104	Survey of Data Processing	3	0	3
PSY	110	General Psychology	3	0	3
			16	0	16
Fall Quarter					
ENG	204	Fundamentals of Speech	5	0	5
SOC	215	Interpersonal Relationships and Communications	3	0	3
AIB	210	Money and Banking	4	0	4
BUS	123	Business Finance I	3	0	3
AIB	236	Marketing & Banking	4	0	4
			19	0	19
Winter Quarter					
AIB	237	Home Mortgage Lending	4	0	4
AIB	233	Analysis of Financial Statements	4	0	4
PSY	206	Applied Psychology	3	0	3
AIB	205	Bank Management	4	0	4
AIB	231	Savings & Time Deposit	4	0	4
			19	0	19
Spring Quarter					
AIB	203	Bank Investments	4	0	4
AIB	235	Loan and Discount	4	0	4
SOC	102	Principles of Sociology	3	0	3
BUS	112	Records Management	3	2	4
			14	2	15

BF-Required Credit Hours for Graduation **111**

***PREREQUISITE REQUIRED**

BUSINESS ADMINISTRATION

Curriculum Description

The Business Administration curriculum is designed to prepare an individual for entry into middle-management occupations in various businesses and industries. The curriculum provides an overview of the business and industrial world - its organization and management.

The purpose of the curriculum will be fulfilled through courses designed to develop competency in: (1) understanding the principles of organization and management in business operations, (2) utilizing modern techniques to make decisions, (3) understanding the economy through study and analysis of the role of production and marketing, (4) communicating orally and in writing and (5) interpersonal relationships.

Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in middle-management activities in business or industry.



Job Opportunities

Entry Level - Purchasing Agent, Sales Manager, Public-Relations Representative, Sales-Service Promoter, Training Representative, General Supervisor, Credit Card Operations Manager, Operations Officer, Loan Officer, Volunteer Services Supervisor, Customer Services Manager, Residence Supervisor

Advanced Level - Personnel Manager, Credit & Collection Manager, Customer Service Manager, Branch Manager, Production Superintendent, Traffic Manager, Credit Union Manager, Housing Project Manager, Market Manager, Loan Counselor, Office Manager, Department Manager, Warehouse Manager

Business Administration T-018

			Hours Per Week		Hours
			Class	Lab	Credit
Fall Quarter					
ENG	101	Grammar	5	0	5
BUS	101	Introduction to Business	3	0	3
BUS	109	Business Mathematics	5	0	5
EDP	104	Survey of Data Processing	3	0	3
BUS	102	Typewriting I	2	3	3
			18	3	19

Winter Quarter

ENG 102	Composition	3	0	3
EDP 121	Data Processing Math	3	0	3
BUS 120	Accounting I	3	2	4
ECO 102	Economics I	3	0	3
EDP 109	BASIC I	2	4	4
		14	6	17

Spring Quarter

ENG 103	Report Writing	3	0	3
BUS 115	Business Law I	3	0	3
BUS 121	Accounting II	3	2	4
ECO 104	Economics II	3	0	3
EDP 110	BASIC II	2	4	4
		14	6	17

Summer Quarter

BUS 235	Principles of Management	3	0	3
BUS 122	Accounting III	3	2	4
BUS 116	Business Law II	3	0	3
EDP 205	Computerized Accounting	2	3	3
BUS 110	Office Machines	1	2	2
		12	7	15

Fall Quarter

ENG 206	Business Communications	3	0	3
BUS 123	Business Finance I	3	0	3
BUS 274	Labor Relations	3	0	3
BUS 125	Personal Finance	3	0	3
EDP 217	Spreadsheet	2	2	3
		14	2	15

Winter Quarter

ENG 204	Fundamentals of Speech	5	0	5
BUS 124	Business Finance II	3	0	3
DMK 120	Marketing	3	0	3
BUS 229	Taxes	3	2	4
BUS 113	Introduction to Word Processing	2	3	3
		16	5	18

Spring Quarter

SSC 201	Social Science	3	0	3
PSY 231	Personal Development	3	0	3
BUS 247	Fundamentals of Risk and Insurance	3	0	3
BUS 271	Office Management	3	0	3
EDP 218	Data Base Management Systems	2	4	4
		14	4	16

BA-Required Credit Hours for Graduation**117**

BUSINESS COMPUTER PROGRAMMING

Curriculum Description

The primary objective of the Business Computer Programming curriculum is to prepare individuals for gainful employment as computer programmers. The objective is fulfilled through study and application in areas such as computer and systems theories and concepts, data processing techniques, business operations, logic, flow charting, programming procedures and languages and types, uses and operation of equipment.



Entry-level jobs as computer programmer and computer programmer trainee are available. With experience and additional education, the individual may enter jobs such as data processing manager, computer programmer manager, systems analyst and systems manager.

Job Opportunities

Entry Level - Computer Programmer, Computer Programmer Trainee, Information Systems Programmer, Process Control Programmer, Detail Programmer

Advanced Level - Data Processing Manager/Supervisor, Computer Operations Manager/Supervisor, Chief Business Programmer, Data Processing Programmer/Analyst

Business Computer Programming T-022

			Hours Per Week		Hours
			Class	Lab	Credit
Fall Quarter					
ENG	101	Grammar	5	0	5
BUS	101	Introduction to Business	3	0	3
BUS	109	Business Math	5	0	5
EDP	104	Survey of Data Processing Systems	3	0	3
BUS	102	Typing I	2	3	3
			18	3	19
Winter Quarter					
ENG	102	Composition	3	0	3
EDP	121	Data Processing Math	3	0	3
BUS	120	Accounting I	3	2	4
ECO	102	Economics I	3	0	3
EDP	109	BASIC I	2	4	4
			14	6	17

Spring Quarter

ENG 103	Report Writing	3	0	3
BUS 115	Business Law I	3	0	3
BUS 121	Accounting II	3	2	4
ECO 104	Economics II	3	0	3
EDP 110	BASIC II	2	4	4
		14	6	17

Summer Quarter

BUS 235	Principles of Management	3	0	3
BUS 122	Accounting III	3	2	4
BUS 116	Business Law II	3	0	3
BUS 110	Office Machines	1	2	2
EDP 205	Computerized Accounting	2	3	3
		12	7	15

Fall Quarter

ENG 206	Business Communications	3	0	3
BUS 225	Cost Accounting	3	2	4
BUS 123	Business Finance I	3	0	3
EDP 111	COBOL I	2	4	4
EDP 217	Spreadsheet	2	2	3
		13	8	17

Winter Quarter

ENG 204	Fundamentals of Speech	5	0	5
BUS 124	Business Finance II	3	0	3
EDP 112	COBOL II	2	4	4
BUS 229	Taxes	3	2	4
BUS 113	Introduction to Word Processing	2	3	3
		15	9	19

Spring Quarter

EDP 219	Systems & Procedures	3	0	3
PSY 231	Personal Development	3	0	3
EDP 218	Data Base Management Systems	2	4	4
BUS 247	Fundamentals of Risk & Insurance	3	0	3
		11	4	13

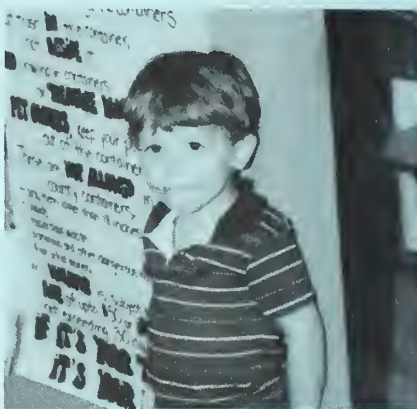
BCP-Required Credit Hours for Graduation

117

EARLY CHILDHOOD ASSOCIATE

Curriculum Description

The Early Childhood Associate curriculum prepares individuals to work with programs and/or centers concerned with the care and development of infants and young children. Through study and application in such areas as child growth and development, physical and nutritional needs of children, care and guidance of children and communication with children and their parents, individuals will be able to function effectively in various programs and/or centers dealing with preschool children.



Job opportunities are available in such areas as day care centers, nursery schools, kindergartens, child development centers, hospitals, rehabilitation clinics, evaluation clinics, camps and recreational centers.

Job Opportunities

Entry Level - Child Care Worker, Day Care Worker, Child Care Assistant

Advanced Level - Director, Day Care; Director, Preschool

Early Childhood Associate T-073

		Hours Per Week		Hours Credit
		Class	Lab	
Fall Quarter				
EDU 100	Principles and Practices of Early Childhood Education	3	2	4
EDU 101	Child Growth and Development I (Infants and Toddlers)	3	0	3
EDU 113	Early Childhood Curriculum Planning I (Language)	3	6	5
EDU 105	First Aid and Safety for Young Children	3	0	3
		12	8	15

Winter Quarter

EDU 102	Child Growth and Development II (Pre-School 3-5)	3	0	3
EDU 114	Early Childhood Curriculum Planning II--Creative (Music, Drama, Art, Cooking)	3	6	5
EDU 110	Health and Nutrition for Young Children	3	2	4
ENG 101	Grammar	5	0	5
		14	8	17

Spring Quarter

EDU 115	Early Childhood Curriculum Planning III--Construction, Physical, Blocks	3	6	5
SOC 106	Families in American Culture	3	0	3
EDU 118	Program Planning for Infants, Toddlers, and Two's	3	2	4
ENG 102	Composition	3	0	3
PSY 115	Introduction to Exceptional Children	5	0	5
		17	8	20

Summer Quarter

EDU 116	Early Childhood Curriculum Planning IV--Cognitive (Science Manipulatives, Sand/Water)	3	6	5
EDU 122	Behavior Management	3	2	4
MAT 112	General Math I	5	0	5
EDU 125	Working with Parents	3	0	3
		14	8	17

Exit Point for Diploma Program**Fall Quarter**

EDU 201	Principles of Day Care Operators	3	0	3
EDU 223	Child Care Application	1	4	3
EDU 117	Communicating With Young Children	4	2	5
BUS 235	Principles of Management	3	0	3
		11	6	16

Winter Quarter

PSY 107	Interpersonal Relationship	3	0	3
PSY 101	Introduction to Psychology	5	0	5
SOC 102	Principles of Sociology	5	0	5
		13	0	13

Spring Quarter

*PSY 203	Child Psychology	5	0	5
ENG 217	Children Literature	3	0	3
ENG 204	Fundamentals of Speech	5	0	5
		13	0	13

EC-Required Credit for Graduation**109*****Prerequisite Required**

ELECTRICAL ENGINEERING TECHNOLOGY

(Proposed)

Curriculum Description

This curriculum is designed to train technicians for jobs in the areas of research, design, development, production, maintenance and sale of electrical and power generation equipment.

The electrical engineering technician may work as a laboratory technician or as an engineering aide in research, design or development in direct support of an engineer, or as a liaison between the engineer and the skilled craftsperson. The graduate may accept a position in maintenance or sales work requiring a strong background in electrical equipment design and operation.



Job Opportunities

Electrical Technician

Electrical Engineering Technology T-044

			Hours Per Week			Hours
			Class	Lab	Shop	Credit
First Quarter						
ELC	112	Direct & Alternating Current	5	0	12	9
MAT	106	Math I	5	0	0	5
ENG	109	Reading Improvement	3	0	0	3
ELN	104	Instruments & Measurements	2	0	3	3
			15	0	15	20
Second Quarter						
MAT	107	Math II	5	0	0	5
ENG	101	Grammar	5	0	0	5
ELC	113	Direct & Alternating Current				
		Motors and Controls	3	0	12	7
DFT	122	Blueprint/Mechanical I	2	0	3	3
			15	0	15	20
Third Quarter						
MAT	108	Math III	5	0	0	5
ENG	102	Composition	3	0	0	3
DFT	123	Blueprint Reading II	2	0	3	3
PHY	101	Physics I	3	2	0	4
ELN	108	Solid State Devices	3	0	6	5
			16	2	9	20

Fourth Quarter

MAT	109	Math IV	5	0	0	5
PHY	104	Physics II	3	2	0	4
ELC	121	Control Circuit Systems	3	0	6	5
ELN	111	Elec/Eln Troubleshooting	3	0	6	5
			14	2	12	19

Fifth Quarter

ELN	105	Instruments & Measurements II	2	0	3	3
ELC	215	Electrical Machines	3	0	6	5
ELN	205	ELN Circuit Analysis	2	0	3	3
ELN	265	Intro-Computer Logic	2	0	3	3
			9	0	15	14

Sixth Quarter

ELC	225	Electrical Controls	3	0	6	5
ELN	268	Programmable Controls	2	0	3	3
PSY	206	Applied Psychology	3	0	0	3
ELN	220	Electronic Systems	3	0	6	5
			11	0	15	16

Seventh Quarter

ELC	235	Plan Electrical Installation	3	0	12	7
ELC	240	Concept of Energy Management	3	0	0	3
PSY	231	Personal Development	3	0	0	3
ENG	202	Advanced Composition	3	0	0	3
ISC	102	Industrial Safety	3	0	0	3
			15	0	12	19

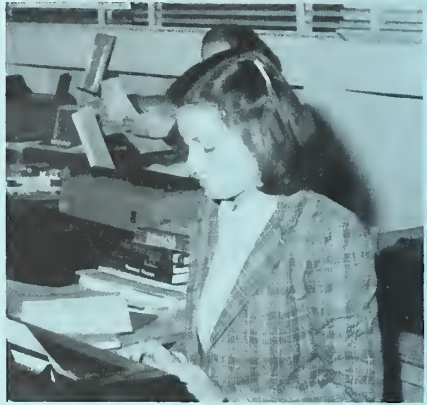
EET-Required Credit Hours for Graduation**128**

GENERAL OFFICE

Curriculum Description

The purposes of the General Office curriculum are to: (1) prepare the individual to enter clerical-office occupations, (2) provide an educational program for individuals wanting education for upgrading (moving from one position to another) or retraining (moving from present position to a clerical position), and (3) provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of typewriting, filing and business machines. Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in office-related activities.



Job Opportunities

Entry Level - Business Machine Operator, Data Typist, Clerk-Typist, Typist, Payroll Clerk, File Clerk I, General Office Clerk, Posting Clerk, General Clerk, Appointment Clerk, Receptionist

Advanced Level - Transcribing Machine Operator Supervisor, Duplicating Machine Operator III, Automatic Typewriter Operator, File Clerk II, Billing Typist, Accounting Clerk, Correspondence Clerk, Administrative Clerk, Personnel Clerk

General Office T-033

Fall Quarter			Hours Per Week		Hours Credit
			Class	Lab	
ENG	101	Grammar	5	0	5
BUS	101	Introduction to Business	3	0	3
BUS	102	Typewriting I	2	3	3
BUS	109	Business Mathematics	5	0	5
BUS	125	Personal Finance	3	0	3
			18	3	19

Winter Quarter

ENG 102	Composition	3	0	3
BUS 103	Typewriting II	2	3	3
BUS 120	Accounting I	3	2	4
EDP 104	Survey of Data Processing	3	0	3
ECO 102	Economics I	3	0	3
		14	5	16

Spring Quarter

ENG 104	Executive Spelling	3	0	3
BUS 104	Typewriting III	2	3	3
BUS 112	Records Management	3	2	4
BUS 121	Accounting II	3	2	4
BUS 271	Office Management	3	0	3
		14	7	17

Fall Quarter

ENG 201	Advanced Grammar	5	0	5
ENG 206	Business Communication	3	0	3
BUS 115	Business Law I	3	0	3
BUS 204	Advanced Typewriting	2	3	3
EDP 205	Computerized Accounting	2	3	3
BUS 110	Office Machines	1	2	2
		16	8	19

Winter Quarter

BUS 214	Office Procedures	3	2	4
BUS 183	Term., Vocabulary & Punctuation	5	0	5
BUS 211	Machine Transcription I	2	4	4
BUS 229	Taxes	3	2	4
EDP 217	Spreadsheet	2	2	3
		15	10	20

Spring Quarter

ENG 204	Fundamentals of Speech	5	0	5
PSY 231	Personal Development	3	0	3
BUS 212	Machine Transcription II	2	4	4
BUS 273	Word Processing Applications	2	4	4
		12	8	16

GO-Required Credit Hours for Graduation**107**

GENERAL TECHNOLOGY CURRICULUM CORE

Curriculum Description

General Technology Curriculum Core is designed for technical students to acquire the general education and related courses in subject areas such as humanities, communications, social sciences, and theoretical and applied sciences such as biology, chemistry, physics, mathematics, general computer studies and general graphics (drafting) that are foundation courses to specific curriculums in the technical field. The student may take this program prior to enrolling in a specific technical curriculum as



an intended objective component of that technical curriculum. The student may also take this program for transfer to a technical curriculum at another community college system institution either prior to or concurrently with enrollment at the institution at which they intend to pursue or are pursuing a technical curriculum degree.

General Technology Curriculum Core T-201

			Hours Per Week		Hours
			Class	Lab	Credit
Related					
PSY	205	Abnormal Psychology	3	0	3
BIO	206	Microbiology	4	2	5
BIO	102	Basic Life Science	4	2	5
NUR	109	Metrology	3	0	3
BIO	209	Human Anatomy & Physiology I	4	2	5
BIO	210	Human Anatomy & Physiology II	4	2	5
NUT	101	Nutrition & Diet Therapy	3	0	3
			25	8	29
General Education					
ENG	101	Grammar	5	0	5
ENG	102	Composition	3	0	3
ENG	103	Report Writing	3	0	3
PSY	110	General Psychology	3	0	3
PSY	102	Human Growth & Development	3	0	3
SOC	102	Principles of Sociology	3	0	3
			20	0	20

INDUSTRIAL MAINTENANCE TECHNOLOGY

Curriculum Description

The Industrial Maintenance Technology curriculum is designed specifically to teach individuals to maintain, repair and service sophisticated production equipment such as automated and numerically controlled machines used by industry. Training in theory and practical skills will provide the knowledge needed to inspect, diagnose, repair and install industrial, electrical and mechanical equipment.



The curriculum is structured to provide employable skills early in the program in areas such as welding, machine shop, hydraulics and pneumatics, metallurgy and electricity. Students who demonstrate leadership qualities, aptitude and interest in the field may continue the second year of the program to study maintenance management, rigging, material handling, quality control and supervision.

Job Opportunities

Maintenance Repairer, Factory or Mill; Powerhouse Mechanic, Millwright, Maintenance Electrician, Maintenance Mechanic, Stationary Engineer Apprentice

Industrial Maintenance Technology T-119

				Hours Per Week			Hours
				Class	Lab	Shop	Credit
First Quarter							
ELC	112	Direct & Alternating Current		5	0	12	9
MAT	106	Math I		5	0	0	5
ENG	109	Reading Improvement		3	0	0	3
ELN	104	Instruments & Measurements		2	0	3	3
				15	0	15	20
Second Quarter							
MAT	107	Math II		5	0	0	5
ENG	101	Grammar		5	0	0	5
MEC	105	Introduction to Fluid Power		2	0	3	3
MEC	112	Machine Shop Processes		2	0	3	3
MEC	110	Plumbing & Pipe Fitting		2	0	3	3
				16	0	9	19

Third Quarter

WLD 103	Basic Gas Welding	0	0	3	1
PHY 101	Physics I	3	2	0	4
ELC 121	Electrical Control Systems	3	0	6	5
ENG 102	Composition	3	0	0	3
MAT 108	Math III	5	0	0	5
		14	2	9	18

Fourth Quarter

WLD 101	Basic Welding	2	0	3	3
MEC 132	Industrial Rigging	2	0	3	5
DFT 122	Blueprint/Mechanical	2	0	3	3
PHY 102	Physics II	3	2	0	4
MAT 109	Math IV	5	0	0	5
		14	2	9	18

Fifth Quarter

MEC 231	ELC/Mechanical Maintenance I	1	0	9	4
ELN 268	Programmable Controls	2	0	3	3
SOC 102	Principles of Sociology	3	0	0	3
AHR 124	Air Cond./Refrigeration Servicing	2	0	3	3
		8	0	15	13

Sixth Quarter

MEC 232	ELC/Mechanical Maintenance II	1	0	9	4
MEC 234	Pneu./Hyd. Systems	2	0	3	3
PSY 206	Applied Psychology	3	0	0	3
ELN 122	Solid State Control Systems	3	0	6	5
		9	0	18	15

Seventh Quarter

MEC 235	Plan Industrial Installation	3	0	12	7
PSY 231	Personal Development	3	0	0	3
ENG 103	Advanced Composition	3	0	0	3
ISC 102	Industrial Safety	3	0	0	3
		12	0	12	16

IMT-Required Credit Hours for Graduation**119**

LAW ENFORCEMENT TECHNOLOGY

Curriculum Description

The Law Enforcement Technology curriculum prepares individuals for a career in the law enforcement services occupations field and other allied occupations. Law Enforcement occupations require a thorough understanding of criminal behavior, criminal investigation, interpersonal communications, law, patrol operations, psychology, sociology, traffic management and other aspects of law enforcement administration and operations.



Job opportunities are available with federal, state, county and municipal governments. In addition, knowledge, skills and abilities acquired in this course of study qualifies one for job opportunities with private enterprise and in such areas as industrial, retail and private security.

Job Opportunities

Alcohol Enforcement Officer, College or University Officer, Correctional Officer, Correctional Programs Assistant, Deputy Sheriff, Industrial Security Officer, Investigators, Highway Patrolman, Police Officer, Park Security Officer, Private Security Officer, Retail Security Officer, Wildlife Enforcement Officer

Law Enforcement Technology T-064

			Hours Per Week		Hours
			Class	Lab	Credit
Fall Quarter					
ENG	101	Grammar	5	0	5
BUS	109	Business Mathematics	5	0	5
PSC	101	Introduction to Police Science	5	0	5
PSY	207	Applied Psychology for Law Enforcement Personnel	4	0	4
PSC	102	Motor Vehicle Laws	3	0	3
			22	0	22

Winter Quarter

ENG 102	Composition	3	0	3
PSC 220	Police Organization and Administration	3	0	3
PSC 105	Introduction to Criminology	5	0	5
POL 102	United States Government	3	0	3
SOC 201	Principles of Sociology	5	0	5
		19	0	19

Spring Quarter

ENG 204	Fundamentals of Speech	5	0	5
POL 202	State & Local Government	5	0	5
HEA 102	Occupational Safety & Health	3	0	3
PSC 106	Identification Techniques	3	2	4
PSC 110	Police Role in Crime & Delinquency	3	0	3
		19	2	20

Fall Quarter

PSC 219	Administration of Justice	5	0	5
ENG 103	Report Writing	3	0	3
PSC 115	Criminal Law I	3	0	3
PSC 201	Traffic Planning & Management	5	0	5
PSC 221	Police Supervision	3	0	3
		19	0	19

Winter Quarter

EDP 104	Survey of Data Processing Systems	3	0	3
PSC 116	Criminal Law II	3	0	3
PSC 211	Introduction to Criminalistics	3	2	4
PSC 225	Criminal Procedure	2	0	2
PSC 217	Laws of Arrest, Search, and Seizure	5	0	5
		16	2	17

Spring Quarter

PSC 240	Firearms & Defensive Tactics	3	2	4
PSC 210	Criminal Investigation	3	4	5
PSC 205	Criminal Evidence	3	0	3
PSY 103	Adolescent Psychology	3	0	3
PSC 230	Human Relations	3	0	3
		15	6	18

LET-Required Credit Hours for Graduation**115**

NURSING EDUCATION OPTION

Practical and Associate Degree

The Nursing Education Options: Associate Degree with Practical Nursing is a unique nursing curriculum designed to prepare graduates to practice as a practical nurse (LPN) or a registered nurse (RN). Students who choose to exit after the first four (4) quarters have received fundamental preparation in nursing enabling them to be eligible to take the licensing examination (NCLEX-PN) required for practice as a Licensed Practical Nurse. Graduates of the second



year have developed the knowledge and skills which will enable them to be eligible to take the licensing examination (NCLEX-RN) required to practice as a Registered Nurse. Licensed Practical Nurses who meet specific criteria may also enter this program with advanced credits toward the Associate of Applied Science Degree.

The first year graduate possesses a sound basic knowledge of nursing theory and proficiency in fundamental nursing skills. The graduate may provide care and treatment to selected patients under the supervision of a registered nurse or physician. The practical nurse graduate is prepared specifically to: (1) participate in assessing the patient's physical and mental health; (2) record and report the results of the nursing assessment; (3) participate in implementing the health care plan; (4) reinforce the teaching and counseling of a registered nurse, physician, or dentist; and (5) record and report the nursing care rendered and the patient's response to that care.

The graduate of the second year is prepared to carry out nursing measures as well as medically delegated procedures utilizing the principles and theories of nursing and the sciences. The associate degree graduate is prepared to: (1) assess the patient's physical and mental health; (2) record and report the results of the nursing assessment; (3) plan, initiate and deliver and evaluate appropriate nursing acts; (4) teach, delegate to or supervise other personnel in implementing the treatment regimen; (5) collaborate with other health care providers in determining the appropriate health care for a patient; (6) implement the treatment and pharmaceutical regimen prescribed by any person authorized by State law to prescribe such a regimen; (7) provide teaching and counseling about the patient's health care; (8) report and record the plan for care, nursing care given, and the patient's response to that care; and (9) supervise, teach and evaluate those who perform or are preparing to perform nursing functions.

Job Opportunities

Licensed Practical Nursing, Registered Nurse

Nursing Education Option, Practical and Associate Degree T-116

			Hours Per Week			Hours
			Class	Lab	Clin.	Credit
FIRST LEVEL						
First Quarter						
NUR	101	Fundamentals of Nursing	5	6	15*	9
BIO	102	Basic Life Science	4	2	0	5
NUR	109	Metrology	3	0	0	3
			12	8	15*	17
Second Quarter						
NUR	102	Medical-Surgical Nursing I and Pharmacology	7	2	15	13
NUT	101	Nutrition and Diet Therapy	3	0	0	3
			10	2	15	16
Third Quarter						
NUR	103	Medical-Surgical Nursing II	5	2	12	10
PSY	110	General Psychology	3	0	0	3
ENG	102	Composition	3	0	0	3
			11	2	12	16
Fourth Quarter						
NUR	104	Parent-Child Nursing I	6	0	15	11
PSY	102	Human Growth and Development	3	0	0	3
NUR	105	Nursing Trends and Seminar**	5	0	0	5
BIO	206	Microbiology***	4	2	0	5
			14	0	15	19
			or	or		
			13	2		

*Last four (4) weeks of quarter.

**Required only of students leaving after fourth (4th) quarter.

***Required only of students who will continue in fifth (5th) quarter.

EXIT POINT FOR PRACTICAL NURSES (All students will be eligible to take the State Board of Nursing Examination for license as LPN)

SECOND LEVEL

Fifth Quarter

PSY	205	Abnormal Psychology	3	0	0	3
BIO	209	Human Anatomy & Physiology I	4	2	0	5
NUR	208	Psychiatric Nursing	4	2	12	9
or						
NUR	207	Parent-Child Nursing II	4	2	12	9
			11	4	12	17

Sixth Quarter						
NUR	208	Psychiatric Nursing	4	2	12	9
		or				
NUR	207	Parent-Child Nursing II	4	2	12	9
BIO	210	Human Anatomy & Physiology II	4	2	0	5
ENG	103	Report Writing	3	0	0	3
			11	4	12	17
Seventh Quarter						
NUR	204	Medical-Surgical Nursing III	4	2	15	10
SOC	102	Principles of Sociology	3	0	0	3
NUR	206	Nursing Trends and Careers	3	0	0	3
			10	2	15	16
Eighth Quarter (Six Weeks)						
NUR	205	Medical-Surgical Nursing IV	5	0	12	9
Pre-entrance Requirements:						
NUR	200	Introduction to Associate Degree Nursing	20	20	35	4
ENG	101	Grammar	5	0	0	5
MAT	039	Basic Math for Nurses	4	0	0	4
NURSING						
		LEVEL I	374	110	528	54
		LEVEL II	539	176	1089	84
NON-NURSING						
		LEVEL I	143	22	0	14
		LEVEL II	373	88	0	38
TOTAL LEVEL I - NURSING AND NON-NURSING						1177
TOTAL LEVEL II - NURSING AND NON-NURSING						1088
ADN-Required Credit Hours for Graduation						127

SECRETARIAL - EXECUTIVE

Curriculum Description

The purposes of the Secretarial - Executive curriculum are to: (1) prepare the individual to enter the secretarial profession, (2) provide an educational program for individuals wanting education for upgrading (moving from one secretarial position to another) or retraining (moving from present position to secretarial position), and (3) provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of typewriting, shorthand, transcription and business machines. Through these skills the individual will be able to perform office-related activities and through the development of personal competencies and qualities will be provided the opportunity to enter the secretarial profession.



Job Opportunities

Entry Level - Secretary, Stenographer, Data Typist, Typist, Office Clerk, Word Processing Correspondence Specialist, Word Processing Typist, Word Processing Administrative Secretary, Receptionist

Advanced Level - Administrative Secretary, Transcribing Operator Supervisor, Word Processing Supervisor

Secretarial Executive T-030

			Hours Per Week		Hours Credit
			Class	Lab	
Fall Quarter					
ENG	101	Grammar	5	0	5
BUS	101	Introduction to Business	3	0	3
BUS	102	Typewriting I	2	3	3
BUS	109	Business Mathematics	5	0	5
BUS	106	Shorthand I	3	2	4
			18	5	20
Winter Quarter					
ENG	102	Composition	3	0	3
BUS	103	Typewriting II	2	3	3
BUS	120	Accounting I	3	2	4
FDP	104	Survey of Data Processing	3	0	3
BUS	107	Shorthand II	3	2	4
			14	7	17

Spring Quarter

ENG 104	Executive Spelling	3	0	3
BUS 104	Typewriting III	2	3	3
BUS 112	Records Management	3	2	4
BUS 121	Accounting II	3	2	4
BUS 108	Shorthand III	3	2	4
		14	9	18

Fall Quarter

ENG 201	Advanced Grammar	5	0	5
ENG 206	Business Communication	3	0	3
BUS 115	Business Law I	3	0	3
BUS 204	Advanced Typewriting	2	3	3
BUS 125	Personal Finance	3	0	3
BUS 110	Office Machines	1	2	2
		17	5	19

Winter Quarter

BUS 214	Office Procedures	3	2	4
BUS 183	Term., Vocabulary & Punctuation	5	0	5
BUS 211	Machine Transcription I	2	4	4
BUS 229	Taxes	3	2	4
EDP 217	Spreadsheet	2	2	3
		15	10	20

Spring Quarter

ENG 204	Fundamentals of Speech	5	0	5
PSY 231	Personal Development	3	0	3
BUS 212	Machine Transcription II	2	4	4
BUS 273	Word Processing Applications	2	4	4
EDP 205	Computerized Accounting	2	3	3
		14	11	19

SE-Required Credit Hours for Graduation**113**

ASSOCIATE DEGREE PROGRAM FOR VOCATIONAL INSTRUCTORS

Curriculum Description

The Associate Degree Program for Vocational Instructors is designed for individuals who are skilled and experienced in a trade or technical speciality and who would like to receive an associate degree in preparation for teaching or for other purposes. Credit toward the associate degree is given for previous education, training and/or experience.

Graduates of this curriculum will be eligible for employment in the vocational or technical instructional programs in the secondary schools, community colleges, technical colleges or technical institutes.



Job Opportunities

Entry Level - Instructor, Vocational

Advanced Level - Department Chairman

Associate Degree for Vocational Instructors T-109

Title			Hours Class	Per Week Lab	Hours Credit
Major Courses: 68 Hours					
Formal and informal training and/or work experience within the specialty area(s)					45
EDU 102	Introduction to Trade and Industrial Education		3	0	3
EDU 110	Occupational Analysis and Course Development		3	0	3
EDU 111	Instructional Methods		3	0	3
EDU 113	Shop/Lab Organization and Planning & Management		3	0	3
EDU 115	Testing and Evaluation in Occupational Education		3	0	3
EDU 201	Audiovisual Media: Materials and Techniques		3	2	4
Natural Science* (either Chemistry, Biology, or Physics)			3	3	4

Related Courses: 20 Hours

Mathematics (3) (either College Algebra, Business Math, or Technical Math I)

5 0 5

Related Courses (2)

15 0 15

General Education: (3) 19 Hours

A. English: 13 Hours

ENG 120 English Composition and Grammar

5 0 5

ENG 130 English Composition and Research

5 0 5

or

ENG 131 English Composition & Report Writing

5 0 5

ENG 204 Fundamentals of Speech

5 0 5

B. Social Science/Humanities: 6 Hours

5-6 0 5-6

(1 hour may be skills/activities course)

Selected from the list of social science/humanities electives for the AAS degree in the current catalog

C. Skills/Activities Course: 0-1 Hour

0 0-2 0-1

Selected from the list of skills/activities electives for the AAS degree in the current catalog

1. Specialty Training. Credit will be awarded based on educational and work experience. Credit will not be allowed for more than two fields of specialization. Credits up to 45 quarter hours can be earned in the following manner:

- a. Twenty-four (24) quarter hours credit for full-time vocational-technical school (or equivalent) study which is equal to approximately four academic quarters or 12 months duration in one speciality area. Acquisition of specialty skills will be recognized from such trade school equivalent sources as armed forces schools, formal apprenticeship programs, and informal apprenticeship (on-the-job-training) programs. Completion of specialty training must be certified by either transcript, diploma, training records, personnel records, or letter. For informal apprenticeship programs, certification will be by letter from the individual who conducted and/or supervised the training. This letter should state the length of training, the type of training (speciality), and the degree of proficiency (advanced apprentice, journeyman, etc.) attained. If the individual who conducted the training is dead or cannot be located, a letter from the student's current or most recent employer, certifying his proficiency in the specialty area, will be accepted as evidence to support the informal apprenticeship training. Maximum credits: 24
- b. One quarter hour credit per 60 hours of appropriate full-time trade instruction of approximately one academic quarter (three months) but less than the equivalent of one-year duration. Training will be certified by either diploma, certificate, transcript, training record, or letter. Maximum credits: 8

- c. One quarter hour credit per 40 hours of short course instruction (company sponsored schools) or less than the equivalent of one academic quarter. Instruction will be certified by either diploma, certificate, letter, transcript, personnel record, or training record. Maximum credits: 5
 - d. Five quarter hours credit for each full year of employment in a teaching situation where teaching is the primary responsibility. Maximum credits: 10
 - e. Two quarter hour credit for each full year of employment in the specialty area. Maximum credits: 10
 - f. Credits earned in appropriate technical or vocational courses at accredited post-secondary institutions. Maximum credits: 20
 - g. Two quarter hours credit for each special qualification (licenses, etc.) in the specialty area. Credit will be awarded for those qualifications which require examinations, special types of training, or specific types and lengths of service. Attainment of special qualifications will be certified by either licenses, certificates, or official training and/or personnel records. Maximum credits: 4
2. Related Courses. Credit hours will be selected from the five areas as follows: (1) Psychology - Particular courses related to learning, education, motivation, growth and development, adolescence, testing, group dynamics, and counseling/advising; (2) Education - Courses in vocational education, individualized instruction, competency based instruction, evaluation, philosophy, a cooperative education course, administration, course development, educational management and leadership, community college/public school systems and management of student clubs; (3) Sociology - Introductory principles courses, social problems, group dynamics, family life, sociology of work, human behavior, race relations, sociology of education and organizational structure, and dynamics; (4) Trade and Technical Specialty Area - Any degree level course which will enhance the student's knowledge and skills in the speciality area(s); and (5) Miscellaneous - Courses in oral and written communications, personnel management, public relations, and marketing. LCC program head/advisor approval is required before registering for any related course except T-EDU 117, Management of Student Clubs.
 3. With prior approval of the Robeson Technical College program head/advisory, student may substitute equivalent courses to be taken at other institutions.

*Must be a credit course at the technical or transfer level and must include a lab.

THIS CURRICULUM COMPLIES WITH THE STANDARD APPROVED BY THE STATE BOARD OF COMMUNITY COLLEGES.

Vocational Diplomas

In a rapidly changing world of engineering and technologies, one must not lose sight of the growing need for skilled craftsmen. These craftsmen must acquire the technical knowledge of the occupation and be able to perform the necessary skills to meet successfully the increasing demands required in the vocational areas.

Robeson Technical College offers a series of vocational programs with emphasis on manipulative and mental skills applicable to a particular program for which a student is enrolled. These programs are designed to prepare the student for initial employment, retraining for new skills, or for advancement within a given vocation.

Vocational programs usually require one year of completion for full-time students.

A diploma is awarded students completing these programs:

- Air Conditioning, Heating and Refrigeration
- Automotive Body Repair
- Automotive Mechanics
- Automotive Mechanics - Diesel
- Carpentry and Cabinetmaking
- Cosmetology
- Electrical Installation and Maintenance
- Industrial Electronics
- Industrial Maintenance
- Machinist
- Welding

AIR CONDITIONING, HEATING, AND REFRIGERATION

Curriculum Description

The Air Conditioning, Heating, and Refrigeration curriculum develops an understanding of the basic principles involved in the construction, installation, operation and maintenance of climate control equipment. Courses in blueprint reading, duct construction, welding, circuits and controls, math, science and general education are included to help provide supporting skills necessary for the mechanic to function successfully in the trade.



The air conditioning, heating, and refrigeration mechanic installs, maintains, services, and repairs environmental control systems in residences, department and food stores, office buildings, industries, restaurants, institutions, and commercial establishments. Job opportunities exist with companies that specialize in air conditioning, heating, and commercial refrigeration installation and service. The graduate should be able to assist in installing mechanical equipment, duct work, and electrical controls necessary in residential and commercial projects.

With experience the graduate should be able to service various air conditioning, heating, and refrigeration components; troubleshoot systems; and provide the preventive maintenance required by mechanical equipment. This person may be employed in areas of maintenance, installation, sales, and service in the field of air conditioning, heating and cooling.

Job Opportunities

Entry Level - Air Conditioning Mechanic, Heating and Air Conditioning Mechanic, Heating Mechanic, Refrigeration Mechanic, Heating and Air Conditioning Mechanic Helper, Refrigeration Mechanic Helper

Advanced Level - Environmental Control System Installer-Servicer, Hot Air Furnace Installer & Repairer, Domestic Air Conditioning Installer, Energy Management Systems Installer-Servicer, Sales

Air Conditioning, Heating and Refrigeration V-024

			Hours Per Week			Hours
			Class	Lab	Shop	Credit
Fall Quarter						
AHR	1121	Principles of Refrigeration	3	0	12	7
MAT	1101	Fundamentals of Mathematics	3	2	0	4
PHY	1101	Applied Science	3	2	0	4
DFT	1116	Blueprint Reading: Air Conditioning	1	0	3	2
			10	4	15	17
Winter Quarter						
ENG	1101	Reading Improvement	3	2	0	4
AHR	1122	Domestic and Commercial Refrigeration	3	0	12	7
AHR	1127	Intro. to Automatic Controls	5	0	0	5
PHY	1102	Applied Science	3	2	0	4
			14	4	12	20
Spring Quarter						
ENG	1102	Communication Skills	3	0	0	3
AHR	1123	Principles of Air Conditioning	3	0	9	6
AHR	1128	Automatic Controls	3	0	6	5
PSY	1101	Human Relations	3	0	0	3
WLD	1103	Basic Gas Welding	0	0	3	1
			12	0	18	18
Summer Quarter						
AHR	1124	Air Conditioning and Refrigeration Servicing	2	0	6	4
AHR	1126	All Year Comfort Systems	2	0	6	4
MEC	1120	Duct Construction and Maintenance	3	0	6	5
BUS	1103	Small Business Operations	3	0	0	3
			10	0	18	16

AHR-Required Credit Hours for Graduation

71

AUTOMOTIVE BODY REPAIR

Curriculum Description

The Automotive Body Repair curriculum provides training in the use of the equipment and materials of the auto body mechanic trade. The student studies the construction of the automobile body and techniques of auto body repairing, rebuilding and refinishing.

Repairing, straightening, aligning, metal refinishing and painting of automobile bodies and frames are typical jobs performed. Job titles include automobile body repairperson, automotive painter, and frame and chassis repairperson.

Persons completing this curriculum may find employment with franchised automobile dealers, independent garages, or may start their own business.



Job Opportunities

Automobile Accessories Installer, Automobile-Repair-Service Estimator, Appraiser, Automobile Damage; Automatic Window, Seat, and Top Lift Repairer; Painter Helper, Automotive Painter, Transportation Equipment; Automobile Body Customizer, Automobile Body Repairer

Automotive Body Repair V-001

			Hours Per Week		Hours
			Class	Lab Shop	Credit
Fall Quarter					
WLD	1106	Basic Gas Welding	2	0 3	3
ENG	1101	Reading Improvement	3	2 0	4
AUT	1111	Auto Body Repair	5	0 15	10
			10	2 18	17
Winter Quarter					
PSY	1101	Human Relations	3	0 0	3
WLD	1105	Auto Body Welding	2	0 3	3
PHY	1101	Applied Science	3	2 0	4
AUT	1112	Auto Body Repair	3	0 15	8
			11	2 18	18

Spring Quarter

MAT 1101	Fundamentals of Mathematics	3	2	0	4
WLD 1104	Basic Arc Welding	2	0	3	3
AUT 1113	Metal Finishing and Painting	5	0	15	10
		10	2	18	17

Summer Quarter

BUS 1103	Small Business Operations	3	0	0	3
AUT 1115	Trim, Glass and Radiator Repair	1	0	6	3
AUT 1114	Body Shop Applications	2	0	18	8
		6	0	24	14

ABR-Required Credit Hours for Graduation

66

AUTOMOTIVE MECHANICS

Curriculum Description

The Automotive Mechanics curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair and adjust automotive vehicles. Manual skills are developed in practical shop work and the technical understanding of the operating principles involved in the modern automobile are taught through class assignments, discussions and shop practices.



Automobile mechanics maintain and repair mechanical, electrical and body parts of passenger cars, trucks and buses. In some communities and rural areas they also may service tractors or marine engines and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition and use shop manuals and other technical publications as references for technical data. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages, or may start their own business.

Job Opportunities

Entry Level - General Mechanic, Tune-Up Mechanic, Front-end Specialist, Automatic Transmission Specialist, Brake Specialist

Advanced Level - Shop Supervisor, Shop Foreman

Automotive Mechanics V-003

			Hours Per Week			Hours
			Class	Lab	Shop	Credit
Fall Quarter						
MAT	1101	Fundamentals of Mathematics	3	2	0	4
DFT	1101	Schematics and Diagrams (Engines, Measurements, and Tools)	1	0	3	2
PME	1101	Internal Combustion Engines	5	0	15	10
			9	2	18	16
Winter Quarter						
ENG	1101	Reading Improvement	3	2	0	4
PHY	1101	Applied Science	3	2	0	4
PME	1102	Engine Electrical and Fuel Systems	4	0	15	9
			10	4	15	17
Spring Quarter						
ENG	1102	Communication Skills	3	0	0	3
PHY	1102	Applied Science	3	2	0	4
PSY	1101	Human Relations	3	0	0	3
AUT	1121	Automotive Braking Systems	2	0	3	3
AUT	1123	Automotive Chassis and Suspension Systems	2	0	12	6
			13	2	15	19
Summer Quarter						
BUS	1103	Small Business Operation	3	0	0	3
AHR	1101	Automotive Air Conditioning	1	0	6	3
AUT	1124	Automotive Power Train Systems	3	0	12	7
WLD	1101	Basic Welding	2	0	3	3
			9	0	21	16
AM-Required Credit Hours for Graduation						68

AUTOMOTIVE MECHANICS-DIESEL (Advanced Diploma Program)

Curriculum Description

First year students that are presently enrolled in our Auto Mechanics first-year program and elect to go into the second-year Advanced Degree Program will be given a competency test during the summer quarter. A satisfactory grade must be obtained to allow enrollment of student into the second-year program.

Any student who has formally completed the first-year program in previous years, or a student who has had training or has worked as a mechanic is eligible to take the competency test.

All competency tests will be given during the summer quarter on designated dates.



Introduction

Modern diesel engines are manufactured in a great variety of types and sizes and are used for many different purposes. These engines are complicated machines requiring highly skilled, well trained personnel to properly repair and maintain them for operation at peak efficiency. Opportunities are excellent for the person who is anxious to learn and willing to work.

Purpose

The auto-diesel advanced diploma program at Robeson Technical College has two main objectives: (1) To train the aspiring mechanic for entry into the automotive and diesel repair and maintenance field at a skill level in which he can diagnose and repair any phase of servicing with a minimum amount of supervision; (2) To provide realistic training and upgrading for service people who are presently employed in the field of mechanics.

Job Description

This curriculum provides for a detailed nine-month study of diesel and advanced automotive fundamentals, engine repair procedures, electrical systems, air, fuel and lubrication systems on all makes of domestic and foreign cars and light duty trucks. Completion of this program leads to an advanced diploma in auto-diesel mechanics.

AUTO-DIESEL MECHANICS

			Hours Per Week			Hours
			Class	Lab	Shop	Credit
Fall Quarter						
DSE	1101	Diesel Engine Block Assembly	2	0	12	6
PME	1103	Auto Engine Tune-up and Emission Systems	2	4	6	6
			4	4	18	12
Winter Quarter						
DSE	1102	Diesel Engine Theory & General Repair	5	6	9	11
PME	1104	Automotive Electrical Systems	1	2	3	3
			6	8	12	14
Spring Quarter						
DSE	1103	Diesel Troubleshooting, Servicing & Maintenance	5	0	15	10
AHR	1102	Air Conditioning and Service	1	2	3	3
			6	2	18	13
ADM-Required Credit Hours for Graduation						39

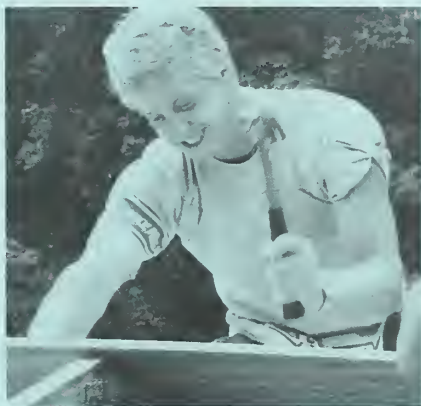
CARPENTRY AND CABINETMAKING

Curriculum Description

Carpenters construct, erect, install and repair structures of wood, plywood and wallboard, using hand and power tools. This curriculum in carpentry is designed to prepare individuals with skills and knowledge of construction with wood. The curriculum includes mathematics, blueprint reading, methods of construction and information on building materials and energy efficient construction.

Carpenters work on new construction and maintain and repair many types of existing structures, both residential and commercial. They have an understanding of building materials, concrete form construction, rough framing, roof and stair construction, the application of interior and exterior trim, insulation, and other energy saving materials and the installation of cabinets and fixtures.

Most carpenters are employed by contractors in the building construction fields. When specializing in a particular phase of carpentry, the job may be designated according to the specialty as rough carpenter, framing carpenter, form carpenter, scaffolding carpenter, acoustical insulating carpenter and finish carpenter.



Job Opportunities

Entry Level - Carpenter, Building Construction Inspector, Roofer, Cabinet Installer, Maintenance Carpenter

Advanced Level (with experience) - Carpenter Foreman, Finish Carpenter, Cabinetmaker

Carpentry & Cabinetmaking V-007

			Hours Per Week			Hours Credit
			Class	Lab	Shop	
Fall Quarter						
MAT	1112	Building Trades Math I	3	2	0	4
CAR	1101	Carpentry: Tools, Processes, and Introduction to Framing	4	0	21	11
			7	2	21	15

Winter Quarter

ENG	1101	Reading Improvement	3	2	0	4
DFT	1110	Blueprint Reading: Building Trades Related	2	2	0	3
MAT	1113	Building Trades Math II	3	2	0	4
CAR	1102	Carpentry: Framing	4	0	12	8
			12	6	12	19

Spring Quarter

ENG	1102	Communication Skills	3	0	0	3
PSY	1101	Human Relations	3	0	0	3
CAR	1103	Carpentry: Finishing	4	0	15	9
DFT	1111	Blueprint Reading and Sketching	2	2	0	3
			12	2	15	18

Summer Quarter

BUS	1103	Small Business Operations	3	0	0	3
CAR	1114	Building Codes	3	0	0	3
CAR	1104	Carpentry: Cabinetmaking	4	0	15	9
CIV	1101	Introduction to Surveying	2	0	3	3
			12	0	18	18

CAR-Required Credit Hours for Graduation

70

COSMETOLOGY

Curriculum Description

The field of cosmetology is based on scientific principles. The Cosmetology curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and styling and wig service.

Upon completion of this program and successful passing of a comprehensive examination administered by the North Carolina State Board of Cosmetic Arts, a license is given. The cosmetologist is called upon to advise men and women on problems of make-up and care of the hair, skin and hands including the nails. Employment opportunities are available in beauty salons, private clubs, department stores, women's specialty shops, as well as setting up one's own business.



Job Opportunities

Entry Level - Cosmetologist, Sales Representative, Beauty Equipment and Supplies, Supply Clerk, Scalp Treatment Operator, Wig Dresser

Advanced Level - Hair Stylist, Owner, Beauty Salon; Manager, Beauty Salon

Cosmetology V-009

			Hours Per Class	Week Lab	Hours Credit
Fall Quarter					
COS	1101	Introduction to Cosmetology	6	0	6
COS	1102	Mannequin Practice	2	21	9
PSY	1101	Human Relations	3	0	3
			11	21	18
Winter Quarter					
COS	1103	Cosmetology Theory I	6	0	6
COS	1104	Cosmetology Skills I	2	21	9
ENG	1104	Oral Communications	3	0	3
			11	21	18
Spring Quarter					
COS	1105	Cosmetology Theory II	6	0	6
COS	1106	Cosmetology Skills II	2	21	9
PSY	1102	Human Relations	3	0	3
			11	21	18
Summer Quarter					
COS	1107	Salon Management	6	0	6
COS	1108	Cosmetology Skills III	2	21	9
			8	21	15
Fifth Quarter					
COS	1110	Cosmetology Skills IV	0	30	10
Elective Quarter					
COS	1199	Cosmetology for Graduates	0	9	3
COS	1112	Advanced Cosmetology	2	3	3
COS-Required Credit Hours for Graduation					69

ELECTRICAL INSTALLATION AND MAINTENANCE

Curriculum Description

The Electrical Installation and Maintenance curriculum is designed to provide a training program in the basic knowledge, fundamentals and practices involved in the electrical trades. A large segment of the program is laboratory and shop instruction designed to give the student practical knowledge and application experience in the fundamentals taught in class.

The graduate of this curriculum is qualified to enter an electrical trade as an on-the-job trainee or apprentice, assisting in the layout, installation, check out and maintenance of systems in residential, commercial or industrial settings.



Job Opportunities

Entry Level - Electrical Apprentice

Advanced Level - Electrician

Electrical Installation and Maintenance V-018

				Hours Per Week			Hours
				Class	Lab	Shop	Credit
First Quarter							
ELC	112	Direct and Alternating Current		5	0	12	9
ENG	109	Reading Improvement		3	0	0	3
MAT	106	Math I		5	0	0	5
ELN	104	Instruments & Measurements		2	0	3	3
				15	0	15	20
Second Quarter							
ELC	1113	Direct & Alternating Current Motors and Controls		3	0	12	7
DFT	1112	Blueprint Reading		2	3	0	3
ENG	1102	Communication Skills		3	0	0	3
MAT	107	Math II		5	0	0	5
ELC	1126	Electrical Code		2	0	0	2
				15	3	12	20
Third Quarter							
ELC	1124	Residential Wiring		4	0	9	8
ELN	1131	Industrial Electronics		3	0	6	5
PSY	1101	Human Relations		3	0	0	3
DFT	1113	Blueprint Reading: Electrical		2	0	3	3
				12	0	18	19

Fourth Quarter

ELC 1125	Commercial & Industrial Wiring	3	0	15	8
ELN 1132	Industrial Electronics	3	0	6	5
BUS 1103	Small Business Operations	3	0	0	3
		9	0	21	16

ELC-Required Credit Hours for Graduation

75

INDUSTRIAL ELECTRONICS**Curriculum Description**

This program is designed to prepare individuals to repair and maintain electronic machines, controls and components which are used by various industrial operations. Individuals in the program learn to read blueprints, to determine repair procedures, to dismantle and assemble electronic components and to make necessary sensitive adjustments to meet specifications. A large portion of the laboratory time is spent verifying electronic principles and developing service techniques.



The graduate of this curriculum is prepared to maintain and service industrial electronic devices found in most manufacturing and service operations.

Job Opportunities

Electromechanical Assembler, Electronics Utility Worker, Electronics Production Line Maintenance Mechanic

Industrial Electronics V-045**First Quarter**

		Hours Per Week			Hours
		Class	Lab	Shop	Credit
ELC 112	Direct & Alternating Current	5	0	12	9
MAT 106	Math I	5	0	0	5
ENG 109	Reading Improvement	3	0	0	3
ELN 104	Instruments & Measurements	2	0	3	3
		15	0	15	20

Second Quarter

MAT 107	Math II	5	0	0	5
PHY 1101	Applied Science	3	2	0	4
ELN 1155	Solid State Devices & Circuits	3	0	12	7
ELN 1137	AC/DC Motors and Controls	2	0	3	3
		13	2	12	19

Third Quarter

ENG 1102	Communication Skills	3	0	0	3
ELN 1124	Electronic Drawing	1	0	3	2
ELN 1128	Digital Fundamentals	5	0	9	8
ELN 1157	Fundamentals of Industrial Controls	2	0	6	4
		11	0	18	17

Fourth Quarter

ELN 1141	Microprocessors	3	0	6	5
ELN 1142	Digital Control Systems	3	0	9	6
ELN 1111	Electronic Troubleshooting	3	0	3	4
		9	0	18	15

ELN-Required Credit Hours for Graduation

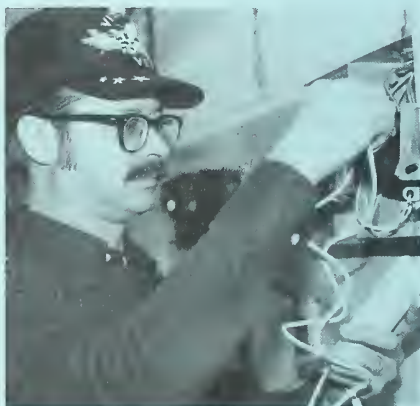
71

INDUSTRIAL MAINTENANCE

Curriculum Description

The curriculum in Industrial Maintenance prepares students to repair and maintain machinery, electrical wiring and fixtures, and hydraulic and pneumatic devices found in industrial establishments.

Industrial maintenance persons may be required to install, maintain and service mechanical equipment; follow blueprints and sketches; and use hand tools, metalworking machines, measuring instruments and testing instruments. They operate metalworking machines such as the lathe, milling machine



and drill press to make repairs. They use the micrometer and calipers to verify dimensions. They assemble wires, insulation, and electrical components using hand tools and soldering equipment. They test electrical circuits and components to locate shorts, faulty connections and defective parts. They inspect, test and repair hydraulic equipment.

Job Opportunities

Entry Level - Powerhouse Mechanic Helper, Millwright Helper, Factory or Mill Maintenance Repairer Helper, General Maintenance Helper

Advanced Level - Powerhouse Mechanic, Maintenance Mechanic Supervisor, Millwright, Utilities and Maintenance Supervisor, Plant Maintenance Worker, Maintenance Electrician, Factory or Mill Maintenance Repairer

Industrial Maintenance V-028

			Hours Per Week		Hours Credit
			Class	Shop	
First Quarter					
ELC	112	Direct & Alternating Current	5	12	9
MAT	106	Math I	5	0	5
ENG	109	Reading Improvement	3	0	3
ELN	104	Instruments & Measurements	2	3	3
			15	15	20
Second Quarter					
MAT	107	Math II	5	0	5
ENG	1102	Communication Skills	3	0	3
MEC	1105	Introduction to Fluid Power	2	3	3
MEC	1112	Machine Shop Processes	2	3	3
MEC	1110	Plumbing & Pipe Fitting	3	6	5
			15	12	19
Third Quarter					
PHY	1101	Applied Science	3	2	4
WLD	1103	Basic Gas Welding	0	3	1
MEC	1106	Pump Repair & Maintenance	2	3	3
ELC	1121	Electrical Control Systems	3	6	5
AHR	1125	Air Cond. & Refrigeration Service	2	3	3
			10	17	16
Fourth Quarter					
WLD	1101	Basic Welding	2	3	3
MEC	1132	Industrial Rigging	2	3	3
ELC	1122	Solid State Control Systems	3	6	5
DFT	1202	Mechanical Blueprints	2	3	3
ISC	1102	Industrial Safety	3	0	3
			12	15	17

IM-Required Credit Hours for Graduation

72

MACHINIST

Curriculum Description

The Machinist curriculum gives individuals the opportunity to acquire basic skills and related technical information necessary to gain employment as machinists. The machinist is a skilled metal worker who shapes metal by using machine tools and hand tools.

Machinist must be able to set up and operate the machine tools found in a modern shop. The machinist is able to select the proper tools and materials required for each job and to plan the cutting and finishing operations in their proper order so that the work can be finished according to blueprint or written specifications.



The machinist makes computations relating to dimensions of work, tooling, feeds and speeds of machining. Precision measuring instruments are used to measure the accuracy of work. The machinist also must know the characteristics of metals so that annealing and hardening of tools and metal parts can be accomplished in the process of turning a block of metal into an intricate precise part.

Job Opportunities

Entry Level - Machinist Apprentice, Die Maker Apprentice, Toolmaker Apprentice, Tool and Die Maker Apprentice, Machine Set-up Operator, Quality Control Foreman, Turret Lathe Set-up Operator, Tool Machine Set-up Operator, Electrical Discharge Machine Set-up Operator

Advanced Level - Machinist, Maintenance Machinist

Machinist V-032

			Hours Per Week			Hours
			Class	Lab	Shop	Credit
Fall Quarter						
MEC	1101	Machine Shop Theory and Practice	3	0	12	7
MAT	1101	Fundamentals of Mathematics	3	2	0	4
DFT	1104	Blueprint Reading (Mechanical Related)	3	2	0	4
PHY	1101	Applied Science	3	2	0	4
			12	6	12	19

Winter Quarter

ENG 1101	Reading Improvement	3	2	0	4
MEC 1102	Machine Shop Theory and Practice	3	0	12	7
MAT 1123	Machinist Mathematics	3	2	0	4
DFT 1105	Blueprint Reading (Mechanical Related)	3	2	0	4
		12	6	12	19

Spring Quarter

ENG 1102	Communication Skills	3	0	0	3
MEC 1103	Machine Shop Theory and Practice	2	0	15	7
MEC 1115	Heat Treatment of Metals	2	0	3	3
PSY 1101	Human Relations	3	0	0	3
ISC 102	Industrial Safety	3	0	0	3
		13	0	18	19

Summer Quarter

MEC 1104	Machine Shop Theory and Practice	2	0	15	7
MEC 1117	Machine Repair	2	0	3	3
WLD 1101	Basic Welding	2	0	3	3
BUS 1103	Small Business Operations	3	0	0	3
		9	0	21	16

MAC-Required Credit Hours for Graduation

73

WELDING

Curriculum Description

The Welding curriculum gives students sound understanding of the principles, methods, techniques and skills essential for successful employment in the welding field and metals industry. Welders join metals by applying intense heat, and sometimes pressure to form a permanent bond between intersecting metals.

Welding offers employment in practically any industry; ship-building, automotive, aircraft, guided missiles, heavy equipment, railroads, construction, pipefitting, production shops, job shops and many others.



Job Opportunities

Entry Level - Arc Welder, Arc Welding - Machine Operator, Gas Welding - Machine Operator, Gas Welder, Welder - Assembler, Combination Welder

Advanced Level - Lay-out Worker I, Welder - Fitter

Welding V-050

			Hours Per Week			Hours
			Class	Lab	Shop	Credit
Fall Quarter						
PHY	1101	Applied Science	3	2	0	4
DFT	1106	Blueprint Reading (Welding Related)	3	2	0	4
WLD	1120	Oxyacetylene Welding & Cutting	5	0	15	10
			11	4	15	18
Winter Quarter						
ENG	1101	Reading Improvement	3	2	0	4
MAT	1101	Fundamentals of Mathematics	3	2	0	4
WLD	1121	Arc Welding	3	0	9	6
DFT	1117	Blueprint Reading & Pattern Development	2	2	0	3
WLD	1112	Mechanical Testing & Certification Practices	1	0	3	2
			12	6	12	19
Spring Quarter						
PSY	1101	Human Relations	3	0	0	3
WLD	1126	Advanced Arc Welding	2	0	15	7
WLD	1123	Inert Gas Welding	2	0	3	3
DFT	1118	Pattern Development & Sketching	2	0	3	3
			9	0	21	16
Summer Quarter						
WLD	1124	Pipe Welding	4	0	12	8
WLD	1122	Commercial & Industrial Practices	3	0	6	5
MEC	1112	Machine Shop Processes	2	0	3	3
			9	0	21	16
WLD-Required Credit Hours for Graduation						69

DEVELOPMENTAL STUDIES

Certificate Program

The Developmental Studies Program is an integrated, student-centered program of instruction offered to prepare students for admission to more advanced programs, and help strengthen students' academic weaknesses who are already enrolled in curriculums of their choices. The program is designed to help develop the basic skills necessary to succeed in many of the programs of the college.

A student enters the developmental program after a close analysis of his high school transcript, test scores, and other information on his level of achievement. Generally, a student enrolls in developmental studies for one of the following reasons:

1. He/she did not take enough high school courses to qualify for a certificate or diploma;
2. He/she performed poorly in those courses and desires to increase his/her overall proficiency;
3. He/she is currently enrolled in a curriculum but needs help in a basic skills course in order to be able to perform more effectively in regular courses;
4. He/she is a returning student to the education process and may lack confidence in his/her ability to achieve successfully.

This program is designed to meet the individual's need for the world of work or to permit him/her to select a curriculum consistent with his/her performance. Students may spend from one quarter to three quarters in the program and may repeat any course up to three times before being counseled to seek other avenues.

Specialized Studies

The need often exists to provide specialized or directed studies for students with academic deficiencies which prevent them from entering regular curriculum programs. These weaknesses usually exist in the areas of mathematics, reading, and language arts. The Developmental Studies curriculum is designed to provide instruction in these areas appropriate to the level on which the student enters the program. Additionally, the curriculum provides an opportunity for the student to audit courses in other curriculum programs in order that he/she can determine his/her interest in and the aptitudes necessary for entrance into his/her desired program.

In cases where the student does not attain a level of academic proficiency to enter regular curriculum programs, he/she will be counseled and every effort will be made to assist him/her in finding employment.

Developmental Studies V-099

		Hours Per Class	Week Lab	Hours Credit
Fall Quarter				
ENG 010	Communicative Skills	3	2	4
ENG 001	Study Skills	3	2	4
MAT 001	General Math I	3	2	4
REA 001	Developmental Reading I	3	2	4
*ENG 022	Pre-Business Grammar	5	0	5
*MAT 004	Pre-Business Math	5	0	5
*ENG 008	Pre-Business Reading & Vocabulary	5	0	5
Winter Quarter				
VOC 001	Vocational Selection	3	2	4
ENG 001	Study Skills	3	2	4
ENG 002	Grammar	3	2	4
MAT 001	General Math I	3	2	4
MAT 002	General Math II	3	2	4
REA 004	Developmental Reading I	3	2	4
REA 005	Developmental Reading II	3	2	4
REA 011	Vocational Reading	3	2	4
BUS 001	Retail Cash Register Operations	3	2	4
*ENG 022	Pre-Business Grammar	5	0	5
*MAT 004	Pre-Business Math	5	0	5
*MAT 004	Pre-Business Reading & Vocabulary	5	0	5
Spring Quarter				
ENG 010	Communicative Skills	3	2	4
ENG 001	Study Skills	3	2	4
ENG 002	Grammar	3	2	4
ENG 003	Paragraph Development	3	2	4
MAT 001	General Math I	3	2	4
MAT 002	General Math II	3	2	4
MAT 003	Consumer Math	3	2	4
REA 001	Developmental Reading I	3	2	4
REA 002	Developmental Reading II	3	2	4
REA 003	Developmental Reading III	3	2	4
Summer Quarter				
VOC 002	Vocational Selection	3	2	4
ENG 001	Study Skills	3	2	4
ENG 002	Grammar	3	2	4
ENG 003	Paragraph Development	3	2	4
ENG 009	Reading Comprehension	1	2	2
PSY 001	Human Relations	1	2	2
MAT 002	General Math	3	2	4
REA 002	Developmental Reading II	3	2	4
OCU 001	Independent Study	1	2	2
BUS 001	Cash Register Operations	3	2	4
MAT 035	Fundamentals of Basic Math	5	0	5
MAT 039	Basic Math for Nurses (Nursing)	4	0	4
NUR 001	Introduction to Nursing Assistant	2	6	5

*Pre-entrance courses related to associate degree in business

Degree, Diploma and Certificate

Course Descriptions

The following section provides a brief description for each course listed in the previous section. Courses are listed alphabetically by prefix and arranged in ascending order by number (e.g. BUS 101, BUS 110, BUS 205, ENG 101, etc.)

Credit hours are based upon 50-minute periods and are earned in the following categories: One lecture period equals one credit hour; two lab periods equal one credit hour; three shop periods equal one credit hour.

The numbers given on the right side of the page indicate the following: First number gives the hours per week of lecture; second and third gives the hours per week of laboratory and/or shop; and the last number indicates the quarter hours credit for that one course.

AHR 124 Air Conditioning/Refrigeration Servicing 2 0 3 3
Introduction to cooling and heating systems covers the basic principles of cooling and heating related to industrial systems. Air conditioning, refrigeration, and heating systems are studied as well as fluid flow, air distribution, and control systems. Special industrial cooling and heating systems are included.

AHR 1101 Automotive Air Conditioning 1 0 6 3
General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system.
Prerequisite: PME 1102.

AHR 1102 Air Conditioning Service 1 2 3 3
An advanced course in the principles of refrigeration. Emphasis will be placed on the procedures used in discharging, evacuating, and charging an automotive air conditioning system. The student will spend a considerable amount of time in troubleshooting the entire system.

AHR 1121 Principles of Refrigeration 3 0 12 7
An introduction to the principles of refrigeration terminology, the use and care of tools and equipment, and the identification and the function of the component parts of the system. Other topics to be included will be the basic laws of refrigeration; characteristics and comparison of the various refrigerants; the use and construction of valves, fittings, and basic controls. Practical work includes tube bending, flaring and soldering. Standard procedures and safety measures are stressed in the use of special refrigeration service equipment and the handling of refrigerants.

AHR 1122 Domestic and Commercial Refrigeration 3 0 12 7
Domestic refrigeration servicing of conventional, hermetic, and absorption systems. Cabinet care, controls, and system maintenance in domestic refrigeration, freezers, and window air conditioning units is stressed. Commercial refrigeration servicing of display cabinets, walk-in cooler and freezer units, and mobile refrigeration systems is studied. The use of manufacturers' catalogs in sizing and matching system

components and a study of controls, refrigerants, servicing methods are made. The American Standard Safety Code for Refrigeration is studied and its principles practiced. Prerequisite: AHR 1121.

AHR 1123 Principles of Air Conditioning 3 0 9 6

Work includes the selection of various heating, cooling and ventilating systems, investigation and control of factors affecting air cleaning, movement, temperature, and humidity. Use is made of psychrometric charts in determining needs to produce optimum temperature and humidity control. Commercial air conditioning equipment is assembled and tested. Practical sizing and balancing of ductwork is performed as needed.

Prerequisite: AHR 1122.

AHR 1124 Air Conditioning and Refrigeration Servicing 2 0 6 4

Emphasis is placed on the installation, maintenance, and servicing of equipment used in the cleaning, changing, humidification and temperature control of air in an air conditioning space. Installation of various ducts and lines needed to connect various components is made. Shop work involves burner operation, controls, testing and adjusting of air conditioning and refrigeration equipment, and location and correction of equipment failure.

Prerequisite: AHR 1123.

AHR 1125 Air Conditioning & Refrigeration Service 2 0 3 3

Introduction to cooling and heating systems covers the basic principles of cooling and heating related to industrial systems. Air conditioning, refrigeration, and heating systems are studied as well as fluid flow, air distribution, and control systems. Special industrial cooling and heating systems are included.

AHR 1126 All Year Comfort Systems 2 0 6 4

Auxiliary equipment used in conjunction with refrigeration systems to provide both heating and cooling for "all year" comfort will be studied and set up in the laboratory. Included will be oil fired systems, gas fired systems, water circulating systems, and electric resistance systems. Installation of heat pumps will be studied along with servicing techniques. Reversing valves, special types of thermostatic expansion, valves, systems of de-icing coils, and electric wiring and controls are included in the study.

Prerequisites: AHR 1123, AHR 1128.

AHR 1127 Introduction to Automatic Controls 5 0 0 5

An introduction to various types of automatic, electric, and pneumatic controls utilized for domestic and commercial cooling and heating units. Primary emphasis on design and function.

AHR 1128 Automatic Controls 3 0 6 5

Major emphasis will be placed on the installation, repair, and servicing of types of automatic controls in air conditioning systems. Included in the course will be electric and pneumatic controls for domestic and commercial cooling and heating; zone controls, unit heater and ventilator controls, commercial fan systems controls, commercial refrigeration controls, and radiant panel controls.

Prerequisites: AHR 1122 and AHR 1127.

AIB 202 Principles of Bank Operations 4 0 4

This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may acquire a broad and operational perspective. It reflects the radical changes in banking policy and practice which have occurred in recent years. Topics covered are banks and the monetary system, negotiable instruments, the relationship of the commercial bank to its depositors, types of bank accounts, the deposit function, the payments function, bank loans and investments, other banking services (trust, international, and safe deposit), bank accounting and marketing, external and internal controls, and the public service obligations of banks.

AIB 203 Bank Investments 4 0 4

AIB's bank investments course covers the sources and uses of bank funds and the place of investment in the overall scheme of bank operations. Especially important are the relationship of investments to business and the unique functions, advantages, and purpose served by a wide range of securities. Investment terminology is covered in detail.

AIB 205 Bank Management 4 0 4

This course is based on the second edition of the text that presents new trends which have emerged in the philosophy and practice of management. The study and application of the principles outlined provide new and experienced bankers with a working knowledge of bank management. It should be noted that the course is not one of personnel management, but rather of business management. It touches on objectives, planning, structure, control, and interrelationship of various bank departments. Since case study is becoming well established as an effective management learning technique, the text also uses illustrative cases.

AIB 209 Installment Credit 4 0 4

The techniques of installment lending are presented concisely. Topics covered are principles of credit evaluation, open-end credit, marketing bank services, collection policies and procedures, legal aspects, financial statement analysis, direct and indirect installment lending, leasing and other special situations, installment credit department management, insurance, and rate structure and yields.

AIB 210 Money and Banking 4 0 4

This course presents the basic economic principles most closely related to the subject of money and banking in a context of topics of interest to present and prospective bank management. The book stresses the practical application of the economics of money and banking to the individual bank. Some of the subjects covered include structure of the commercial banking system; the nature and functions of money; banks and the money supply, cash assets and liquidity management; bank investments, loans, earnings, and capital; the Federal Reserve System and its policies and operations; Treasury Department operations; and the changing international monetary system.

AIB 231 Savings & Time Deposits 4 0 4

Reflects recognition of the fact that a knowledge of the historical development of savings institutions and an awareness of the basic economic function of the savings process are necessary to an understanding of the current operations and policies of these institutions. Begins with a review of the economics of the savings process in order to clarify important differences between financial savings by individuals or

organizations and real savings that appear as capital formation. Different types of financial savings are reviewed in order to describe the system of financial flows of income to capital investment.

AIB 233 Analysis of Financial Statements 4 0 4

This course is designed to present basic accounting principles necessary for statement analysis. It also delves into goals, methods, and tools of analysis; analysis of profit and loss, accounts receivable, inventories, and balance sheets; the relationship of balance sheet accounts to sales; and projected statements and cash budgets.

AIB 235 Loan and Discount 4 0 4

This seminar teaches bank employees the essential facts about promissory notes, including calculating interest and discounting commercial paper; guarantees; general collateral agreements; examining and processing documents accompanying notes secured by stocks, bonds, and savings account passbooks; the concepts of attachment, perfection, priority, default, and foreclosure. The seminar uses programmed instruction and several simulation exercises and is presented either as a concentrated workshop or a twelve-session seminar.

AIB 236 Marketing and Banking 4 0 4

Discusses the basic of public relations, both internal and external and seeks to explain the why, the what, and some of the how of public relations and marketing. Intended as an overview for all bankers in terms of what everyone in banking should know about the essentials of bank public relations and marketing.

AIB 237 Home Mortgage Lending 4 0 4

Approaches the subject from the viewpoint of the mortgage loan officer who seeks to develop a sound mortgage portfolio. A picture of the mortgage market is presented first; then the acquisition of a mortgage portfolio, mortgage plans and procedures, mortgage loan processing and servicing; and finally the obligations of the mortgage loan officer in overall portfolio management.

ART 101 Art Appreciation 5 0 5

A course to establish an understanding of art, to develop an appreciation for the relationship between art and man, and to study art in a cultural environment.

AUT 1111 Auto Body Repair 5 0 15 10

Basic principles of automobile construction, design, and manufacturing. A thorough study of angles, crown, and forming of steel into the complex contour of the present-day vehicles. Application of the basic principles of straightening, aligning, and painting of damaged areas.

AUT 1112 Auto Body Repair 3 0 15 8

A thorough study of the requirements for a metal worker, including the use of essential tools, forming fender flanges and beads, and straightening typical auto body damage. Acquirement of skills such as shaping angles, crowns, and contour of the metal of the body and fenders. Metal working and painting.

- AUT 1113 Metal Finishing and Painting 5 0 15 10**
Development of the skill of shrinking stretched metal, soldering and leading, and preparation of the metal for painting. Straightening of doors, hoods, and deck lids, fitting and aligning, painting fenders and panels, spot repairs, and complete vehicle painting. Use and application of power tools.
- AUT 1114 Body Shop Applications 2 0 18 8**
General introduction and instruction in the automotive frame and front end suspension systems, the methods of operation and control, and the safety of the vehicle. Unit job application covers straightening of frames and front wheel alignment. Application of all phases of training. Repair order writing, parts purchasing, estimates of damage, and developing the final settlement with the adjuster.
- AUT 1115 Trim, Glass and Radiator Repair 1 0 6 3**
Methods of removing and installing interior trim; cutting, sewing, and installing headlinings, seat covers, and door trim panels; painting of trim parts and accessories. Glass removal, cutting, fitting, and installation. A thorough study of the engine cooling system, repairing and replacing damaged cooling system components. Tests to insure normal engine cooling operation.
- AUT 1121 Automotive Braking Systems 2 0 3 3**
A complete study of various braking systems employed in automobiles and light weight trucks. Emphasis is placed on how they operate, proper adjustment, and repair.
- AUT 1123 Automotive Chassis and Suspension Systems 2 0 12 6**
Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, and front end alignment.
- AUT 1124 Automotive Power Train Systems 3 0 12 7**
Principles and functions of automotive power train systems; clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and manual transaxles, and differentials. Identification of troubles, servicing, and repair.
Prerequisite: PME 1102.
- BIO 102 Basic Life Science 4 2 0 5**
An introduction to disease-producing organisms and a study of the structures and functions of the skeletal, muscular, and internal systems of the human body and their interrelationships in a well-integrated unit.
- BIO 103 Biology I 4 2 0 5**
This course is designed to familiarize the individual student with the basic principles of life. Emphasis is placed upon matter and energy, cell physiology, and cellular reproduction, genetics, evolution and ecology.
- BIO 104 Biology II 3 2 0 4**
This course will acquaint the student with the plant and animal kingdoms. An application of the principles acquired in BIO 103 will be utilized to give the student an appreciation of nature, the plants and animals, and their relationships.
Prerequisite: BIO 103.

Speed requirement: 40 words per minute for five minutes.

A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phases.

Continued study of theory with greater emphasis on dictation and elementary transcription.

Prerequisite: BUS 106 or the equivalent.

Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription.

Prerequisite: BUS 107.

This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.

A general survey of business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key and full-board adding machines, and the electronic printing and display calculators.

Prerequisite: **BUS 109.**

Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides. Alphabetic, Geographic, Subject, Soundex, and Dewey Decimal Filing.

A course designed to aid the business student in typing letters and simple reports using the microcomputer word processing features.

Prerequisite: BUS 102 or typing speed of 30 wpm.

A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.

Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights.

Prerequisite: BUS 115.

transcript. The student is encouraged to proofread and correct all errors in order to have a mailable transcript.

Prerequisite: BUS 104.

BUS 212 Machine Transcription II 2 4 4

A continuing course for General Office students to improve transcribing ability. The student is expected to strengthen his/her vocabulary and improve accuracy in spelling and punctuating. Special emphasis is placed on mailable transcripts in appropriate form for the various business and professional offices in which the student may eventually be employed.

Prerequisite: BUS 211.

BUS 214 Office Procedures 3 2 4

Designed to acquaint the student with the responsibilities encountered by a secretary during the work day. These include the following: receptionist duties, handling the the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims.

Prerequisite: BUS 204.

BUS 222 Intermediate Accounting I 3 2 4

This course is designed to provide a gradual transition from the introductory course in accounting to the more rigorous professional level of analysis. The earlier part of this course constitutes an overview of the accounting process, including the development of accounting theory and practice, and the income statement and balance sheet. In addition, the course deals with problems that arise in accounting for and controlling cash, marketable securities, receivables and current liabilities.

Prerequisite: BUS 122.

BUS 223 Intermediate Accounting II 3 2 4

This course is a continuation of BUS 222. Attention is centered on the problems of accounting and reporting on a firm's investment in productive assets: inventories, facilities, and intangibles. In evaluating alternative methods of accounting for inventories and facilities, the effect of changes in specific prices and general price levels is given particular attention.

Prerequisite: BUS 222.

BUS 224 Intermediate Accounting III 3 2 4

This course is concerned primarily with the special accounting problems common to corporate organizations. These problems focus largely on the stockholder's equity and long-term debt section of the balance sheet. In addition, this course deals with the statement of changes in financial position, accounting changes and related disclosure requirements, along with incomplete records and the analysis of financial statements.

Prerequisite: BUS 223.

BUS 225 Cost Accounting 3 2 4

Nature and purposes of cost accounting; accounting for direct labor, materials, and factory burden; job cost, and standards cost principles and procedures; selling and distribution cost; budgets; and, executive use of cost figures.

Prerequisite: BUS 122.

- BUS 229 Taxes** **3 2 4**
 A study of Federal and State Income Tax Codes for individual, proprietorships, partnerships and corporations.
 Prerequisite: BUS 121.
- BUS 235 Principles of Management** **3 0 3**
 Principles of business management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the design-making function versus the operating function. Role of management in business-qualifications and requirements.
- BUS 247 Fundamentals of Risk and Insurance** **3 0 3**
 A presentation of the basic principles of risk insurance and their application. A survey of the various types of insurance is included.
- BUS 271 Office Management** **3 0 3**
 Presents the fundamental principles of office management. Emphasis on the role of office management including its function, office automation, planning, controlling, organizing, and actuating office problems.
- BUS 273 Word Processing Applications** **2 4 4**
 An overview of word processing programs for the microcomputer and the assignment of selected business applications. Emphasis is on the handling of routine office procedures with electronic equipment.
 Prerequisite: BUS 104.
- BUS 274 Labor Relations** **3 0 3**
 An historical perspective on labor law and legislation as it has developed in the United States. A treatment of evolving labor law concepts, labor relations in the U.S. and its impact on the economy.
- BUS 1103 Small Business Operations** **3 0 3**
 An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.
- CAR 1101 Carpentry: Tools, Processes and Intro. to Framing** **4 0 21 11**
 A brief history of carpentry and present trends of the construction industry. The course will involve operation, care, and safe use of carpenter's hand tools and power tools in cutting, shaping and joining construction materials used by the carpenter. Major topics of study will include theoretical and practical applications involving materials and methods of construction, building layout, preparation of site, footings and foundation wall construction, including form construction and erection.
- CAR 1102 Carpentry: Framing** **4 0 12 8**
 Instruction is given in the principles and practices of frame construction beginning with the foundation sills and including; floor joist, subfloor, wall studs, ceiling joist, rafters, bridging, bracing, sheathing and interior wall partition. Roof construction includes the layout and construction methods of common types of roofs using standard rafter construction, truss construction, and post and beam construction. Application

and selection of sheathing and roofing is included. Consideration is given to the coordination of carpentry work with installation of the mechanical equipment such as electrical, air conditioning, heating, and plumbing.

CAR 1103 Carpentry: Finishing 4 0 15 9

Exterior and interior trim and finish carpentry will complete the general carpentry program. Included will be materials and methods used in finishing carpentry such as: Exterior cornice, door and window trim, interior flooring, door and window facing, moldings, cornice construction, installation of hardware, and installation of built-in equipment and cabinets.

CAR 1104 Carpentry: Cabinetmaking 4 0 15 9

Cabinetmaking and millwork as performed by the general carpenter for building construction. Use of shop tools and equipment will be emphasized in learning methods of construction of millwork and cabinetry. Practical applications will include measuring, layout and construction of; base and wall cabinets, built-in desk, floor and window frames, stairs, and interior and exterior cornice and trim. Materials and finishes will also be studied.

CAR 1114 Building Codes 3 0 0 3

A study is made of building codes and the minimum requirements for local, county, and state construction regulations. This involves safety, sanitation, mechanical equipment, and materials. Also a review will be made of the minimum property requirements of the Federal Housing Administration and the North Carolina State Code.

CIV 1101 Introduction to Surveying 2 0 3 3

An introduction to the surveying instruments utilized in laying out construction sites. Emphasis will be placed on practical exercises and field trips to actual construction sites.

COS 1101 Introduction to Cosmetology 6 0 6

This course is designed to introduce the student, through the scientific study of the hair and skin, how the hair and skin are produced by the body; the purpose and function of each of the layers of the hair and skin; the many effects of the various cosmetics and chemicals upon the hair and skin; how our diet affects our hair and skin; and how we as cosmetologist can best care for and advise our patrons to care for their hair and skin. It will cover Trichonanalysis, the microscopic and physical evaluation of the keratin structure of the human hair. The importance of professional ethics and a pleasing personality will be stressed, with tips and techniques given on how to develop both a pleasing personality and a professional attitude.

COS 1102 Mannequin Practice 2 21 9

Mannequin practice is designed to provide the student with a basic foundation in the practical skills that will be needed when they begin services to the public. The student will practice hair shaping, finger waving, pincurls, hairstyling, and permanent waving on the mannequins. Hair and scalp treatments, shampooing, facials with massage,

make up, air waving, hair color, and manicures will be practiced on each other. Demonstrations in all areas will be provided by a faculty member. The student will practice all areas of service either on the mannequin or another student under the supervision of a faculty member.

COS 1103 Cosmetology Theory I 6 0 6

This course is designed to provide the student with the following knowledge: the history and complete theory of hair coloring and chemical reformation (permanent waving, chemical relaxers); the basic principles of hair cutting to achieve the various styles; the many principles involved in achieving a particular hairstyle; and how to style hair according to bone structure, facial features, size of patron, life style, and customer preference.

COS 1104 Cosmetology Skills I 2 21 9

This course is a continuation and application of practical skills learned in COS 1102. The student will now be permitted to practice on live models as well as mannequins. All previously learned skills will be utilized and additional skills will be taught. These additional skills will include various types of hair cuts (razor and scissors), more indepth hair colors, lash and brow tints, chemical relaxers, air waving and thermal curling, and more detailed hair styles.

Prerequisite: COS 1102.

COS 1105 Cosmetology Theory II 6 0 6

This course is designed to familiarize the student with the fundamentals of skin and its care: The basic of facial massage; the theory of massage; the diseases and disorders of the skin; the various types of products used in facials and make-up application and corrective contouring; background information on facial shapes and proportions; and the correct selection of colors in make-up for each individual. How to select and choose the correct wig, and how to style and care for it will also be covered.

COS 1106 Cosmetology Skills II 2 21 9

This course is a continuation of the study and application of the skills learned in COS 1104. It involves a more indepth study of all skills learned to this point, plus additional skills in styling and perming long hair, styling wigs and hair-pieces, facial with make-up, style permanent wraps, use of Marcel irons, achieving special effects with hair color, and pedicuring.

Prerequisite: COS 1104.

COS 1107 Salon Management 6 0 6

This course is designed to introduce the student to the many areas of responsibilities in the field of salon management. Field trips will be scheduled into the surrounding communities in order that students may study the arrangement and operation of actual beauty salons. They will study the tax structure, business aspects involved in managing or owning a salon. Guest speakers will be scheduled to help the students learn how to lay out and set up a new salon. The student will also study the laws that govern cosmetologists in North Carolina as set forth by the North Carolina Legislature, the North Carolina State Board of Cosmetic Art, and the North Carolina Department of Public Health.

COS 1108	Cosmetology Skills III	2	21	9
-----------------	-------------------------------	----------	-----------	----------

This course is designed to allow the students to demonstrate, under supervision of the instructor, all cosmetology skills which will enable them to be effective cosmetologists upon entering the world of work. Additionally, there will be special classes and demonstrations which will cover the new trends in hair styles as they are released and any new procedure or product that enters the cosmetology market before graduation. Special permanent wave wraps and special techniques used in high fashion coloring, make-up, and styling will be covered in this course.

Prerequisite: COS 1106.

COS 1110	Cosmetology Skills IV	3	30	10
-----------------	------------------------------	----------	-----------	-----------

This course is designed for the student who wishes to complete the additional hours and live model projects, as set forth by the North Carolina State Board of Cosmetic Art, so that he/she may take the Cosmetologist Exam and not have to work the six months apprenticeship.

Prerequisite: COS 1108.

COS 1112	Advanced Cosmetology	2 3 3
-----------------	-----------------------------	--------------

This course is designed to bring the hairdresser or student any new up-to-date material that might become available. Our faculty will keep up to date on new advances, techniques, and products, and through this course offer them to our advanced students and licensed hair care personnel.

COS 1199	Cosmetology for Graduates	0 9 3
-----------------	----------------------------------	--------------

This course is designed for the student who wishes to complete additional hours in cosmetology under supervision in order that he/she may be able to meet the qualifications required by the State Board, or State Boards of Cosmetic Art in other states which exceed those in North Carolina. These students will be allowed to attend any course and participate in practical projects which they feel will be most beneficial in their future practice of cosmetology.

Prerequisite: Graduate of one-year program.

DFT	122	Blueprint/Mechanical	2	0	3	3
------------	------------	-----------------------------	----------	----------	----------	----------

Blueprint/Mechanical covers interpretation and reading of blueprints. Information on the basic principles of the blueprints; lines, views, dimensioning procedures and notes.

DFT	123	Blueprint Reading II	2	0	3	3
-----	-----	----------------------	---	---	---	---

Further practice in interpretation of blueprints as they are used in industry; study of prints supplied by industry; making plans of operations; introduction to drafting room procedures; sketching as a means of passing on ideas, information and processes.

Prerequisite: DFT 122.

DFT	1101	Schematics and Diagrams (Engines, Measurements, and Tools)	1	0	3	2
-----	------	---	---	---	---	---

Interpretation and reading of blueprints, sketches and drawings. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and diagrams of engines and tools to include measurements in volume. Information on the basic principles of lines, views, dimensioning procedures, and notes.

- DFT 1104 Blueprint Reading: Mechanical 3 2 0 4**
 Interpretation and reading of blueprints. Information on the basic principles of the blueprints; lines, views, dimensioning procedures and pictorial sketches. Emphasis placed on mechanical drawings related to the machinist curriculum.
- DFT 1105 Blueprint Reading: Mechanical 3 2 0 4**
 Further practice in interpretation of blueprints as they are used in industry; study of prints supplied by industry; making plans of operations; introduction to drafting room procedures; sketching as a means of passing on ideas, information and processes. Prerequisite: DFT 1104.
- DFT 1106 Blueprint Reading: Welding Related 3 2 0 4**
 Interpretation and reading of blueprints. Information on the basic principles of the blueprint; lines, views, dimensioning procedures, and pictorial sketches. Emphasis placed on mechanical drawings related to the welding curriculum.
- DFT 1110 Blueprint Reading: Building Trades 2 2 0 3**
 Principles of interpreting blueprints and specifications common to the building trades. Development of proficiency in making three-view and pictorial sketches.
- DFT 1111 Blueprint Reading and Sketching 2 2 0 3**
 Principles of interpreting blueprints and specifications common to the building trades. Practice in reading details for grades, foundations, floor plans, elevations, walls, doors and windows, and roofs of buildings. Development of proficiency in making three-view and pictorial sketches.
- DFT 1112 Blueprint Reading: Electrical 2 3 0 3**
 Interpretation of schematics, diagrams, and blueprints applicable to electrical installations. Development of proficiency in extracting necessary information from a blueprint.
- DFT 1113 Blueprint Reading: Electrical 2 0 3 3**
 Interpretation of schematics, diagrams, and blueprints applicable to electrical installations with emphasis on electrical plans for domestic and commercial buildings. Sketching schematics, diagrams, and electrical plans for electrical installations using appropriate symbols and notes according to the applicable codes will be a part of this course.
 Prerequisite: DFT 1112.
- DFT 1116 Blueprint Reading: Air Conditioning 1 0 3 2**
 A specialized course in drafting for the heating, air conditioning and refrigeration student. Emphasis will be placed on reading blueprints that are common to the trade: blueprints of mechanical components, assembly drawings, wiring diagrams and schematics, floor plans, heating system plans including duct and equipment layout plans, and shop sketches. The student will make tracings of floor plans and layout air conditioning systems.
- DFT 1117 Blueprint Reading & Pattern Development 2 2 0 3**
 A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specifications.

- DFT 1118 Pattern Development & Sketching 2 0 3 3**
A study of the development of patterns which assist welders in preparing joints of all types. Students will prepare sketches from which cuts and joinings will be made. Emphasis will be placed on rectangular and cylindrical layouts.
Prerequisite: DFT 1117.
- DFT 1202 Mechanical Blueprints 2 3 3**
Blueprint/mechanical covers interpretation and reading of blueprints. Information on the basic principles of the blueprint; lines, views, dimensioning procedures and notes.
- DMK 120 Marketing 3 0 3**
An introductory course designed to emphasize key concepts and issues underlying the modern practice of marketing. Modern day illustrations are used in order to provide better examples of how certain concepts work within the total marketing system. The four main decision areas in marketing--products, distribution, promotion, and pricing--are covered as well as the interaction of marketing and society.
- DSE 1101 Diesel Engine Block Assembly 2 0 12 6**
Covers the in-line and "V" Diesel engine block assemblies including crankshaft, bearing, piston, cam, and ring components. Activities include the study of proper cleaning, clearance, and reassembly of blocks.
- DSE 1102 Diesel Engine Theory and General Repair 5 6 9 11**
Study of two-cycle and four-cycle concepts in diesel engine operation. Differentiation of component parts of the diesel engine and mechanics of engine disassembly. Air and fuel intake and exhaust systems, including turbocharges and air induction. Component disassembly, repair, engine mounting and operation.
- DSE 1103 Diesel Troubleshooting Servicing and Maint. 5 0 15 10**
Development of proficiency in the field of diesel diagnosis and repair. Examination of vehicles to determine malfunctions. Correction of malfunctions on the basis of the diagnostic report. Training provided on all major mechanical and electrical units. Preventive maintenance and servicing techniques taught according to manufacturers specifications.
- ECO 102 Economics I 3 0 3**
The fundamental principles of microeconomics including the traditional tools of economics--supply and demand--as applied to individual markets. Also includes the analysis of product and resource markets, the workings of competitive markets, and the role of government when private markets fail.
- ECO 104 Economics II 3 0 3**
The fundamental principles of macroeconomics including measures of economic performance, the importance of government budget policy, the role of money and banking in our economy, the consequences of inflation, the importance of unemployment, and the difficulties in designing policies to foster growth and stability.
- EDP 104 Survey of Data Processing 3 0 3**
Fundamental concepts and operational principles of data processing systems, as an aid in developing basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses.

- EDP 109 BASIC Language Programming I 2 4 4**
 An introduction to microcomputer programming using the BASIC language. Students will learn techniques of problem solving and program development using simple logic and program coding in the BASIC computer language.
 Prerequisite: EDP 104 (or consent of instructor).
- EDP 110 BASIC Language Programming II 2 4 4**
 A continuation of EDP 109. This course examines the use of advanced programming techniques and develops the skills requiring more advanced logic. The student will design short programs with supporting documentation and data handling techniques.
 Prerequisite: EDP 109.
- EDP 111 COBOL I 2 4 4**
 An introduction to business computer programming using the COBOL programming language. Emphasis is on program design and logic as well as proper COBOL coding.
 Prerequisite: EDP 104.
- EDP 112 COBOL II 2 4 4**
 A continuation of business computer programming using the COBOL programming language. Emphasis is placed on file processing, control break reporting, table processing and interactive programming.
 Prerequisite: EDP 111.
- EDP 121 Data Processing Math 3 0 3**
 An introduction to the concepts of numbering systems, matrix algebra and Boolean algebra as they relate to computers and computer programming.
- EDP 205 Computerized Accounting 2 3 3**
 This course examines the use of a computerized accounts receivable, accounts payable, and general ledger system. The student will have selected assignments and accounting practice sets to complete with commonly used business applications being emphasized.
 Prerequisite: BUS 121.
- EDP 217 Spreadsheet 2 2 3**
 An introduction to and utilization of an electronic worksheet and computer generated elementary descriptive statistics. Commercial software such as Lotus 1-2-3 will be used.
 Prerequisite: EDP 104 or permission from instructor.
- EDP 218 Data Base Management Systems 2 4 4**
 An overview of selected Data Base Management Systems. Utilization and manipulation of selected data base management software with emphasis on business applications.
 Prerequisite: EDP 104.
- EDP 219 Systems and Procedures 3 0 3**
 An introduction to the total data processing environment and the concepts involved in the top-down design of a system or a procedure. Current topics such as data

communications, distributed data processing, word processing, data base management, and query languages must be covered. The course will help students understand and do the task performed by an entry-level analyst, and programmer/analysts, a programmer, a member of a programming team, or a user.
Prerequisite: EDP 110 and EDP 112.

EDU 117 Communicating With Young Children 4 2 5

This course is designed to provide a study of the oral language development of young children and the role of adults as communication models. Emphasis will be placed on the importance of adult-child interactions and strategies for becoming a more effective language model for children.

Prerequisite: ENG 204.

EDU 201 Principles of Day Care Operators 3 0 3

This course is designed to help prospective or practicing child care center operators with total program management. Operators will be assisted with interpretation and maintenance of state licensing requirements, defining roles and job descriptions of personnel, utilizing record - keeping forms and procedures, curriculum development - developmental focus, planning indoor and outdoor space and activities, scheduling, establishing policies and procedures, and other strategies needed to implement the goals and objectives of a high quality child care operation.

Prerequisites: EDU 113, 114, 115.

EDU 223 Child Care Application 1 4 3

This course is designed to provide an opportunity for directors and/or caregivers to receive college credit while working in a child care setting. On campus meetings will provide staff development training in the area of early childhood curriculum working with parents or advisory boards and other areas of immediate concern to the child care giver. Laboratory hours will allow the student to demonstrate on-the-job competencies in the areas studied.

Prerequisites: EDU 101, 102.

ELC 112 Direct & Alternating Current 5 0 12 9

A study of the electrical structure of matter and electron theory, the relationship among voltage, current, and resistance in series, parallel, and series-parallel circuits. An analysis of direct current circuits by Ohm's Law and Kirchhoff's Law. A study of the sources of direct current flow, reactance, impedance, phase angle, power, and resonance. Analysis of alternating current circuits.

**ELC 113 Direct and Alternating Current Motors 3 0 12 7
and Controls**

Provides fundamental concepts in single and polyphase alternating current circuits, voltages, currents, power measurements, transformers, and motors. Instruction in the use of electrical test instruments in circuit analysis. The basic concepts of AC and DC machines and simple systems controls.

- ELC 121 Electrical Control Systems 3 0 6 5**
 A practical training course in electrical controls that takes in all phases of control work from the simplest switches to the most complex systems that includes relays, timers, magnetic starters, thermostats, and countless other control devices that insure the safe and efficient operation of machinery.
 Prerequisite: ELC 112.
- ELC 215 Electrical Machines 3 0 6 5**
 This course covers the principles of direct current generators and motors, characteristics of the various types of electrical machines, alternating - current generators, transformers, three phase motors, synchronous motors and single phase motors.
- ELC 225 Electrical Controls 3 0 6 5**
 A practical training course in electrical controls that takes in all phases of control work from the simplest switches to the most complex systems that include relays, timers, magnetic starters, thermostats, and countless other control devices that insure the safe and efficient operation of machinery.
 Prerequisite: ELC 113.
- ELC 235 Plan Electrical Installation 3 0 12 7**
 The student will be trained to estimate, plan, and install an electrical project involving an electrical control system and machinery. The student will learn to develop a schematic drawing of this system (either conventional or solid state). He will also learn how to check this installation for safety, code compliance, and operation.
- ELC 240 Concept of Energy Management 3 0 0 3**
 Discuss systems designed for industrial, commercial, and residential establishments. Methods for demand limiting, load cycling, load rotation, time of day scheduling. Holiday scheduling for power, light, heating, and cooling.
- ELC 1113 Direct and Alternating Current Motors 3 0 12 7**
and Controls
 Enable the student to recognize, understand, analyze, specify, connect, control, and apply the various existing types of electrical motors and generators, and power sources. In addition, practical motor controls in both DC and AC with standard types of circuits are explained in detail.
 Prerequisite: ELC 112.
- ELC 1121 Electrical Control Systems 3 0 6 5**
 A practical training course in electrical controls that takes in all phases of control work from the simplest switches to the most complex systems that include relays, timers, magnetic starters, thermostats, and countless other control devices that insure the safe and efficient operation of machinery.
 Prerequisite: ELC 112.
- ELC 1122 Solid State Control Systems 3 0 6 5**
 This course is a continuation of ELC 1121. Additional instruction in static control development and the application of static elements: Diode Logic, Diode-Transistor Logic (DLT), Transistor-Transistor Logic (TTL), Experiments using Nor Logic (Norpak). Integrated circuits, Silicon Controlled Rectifiers (SCR), Triac and Programmable Controllers.
 Prerequisites: ELN 112, ELC 1121.

- ELC 1124 Residential Wiring 4 0 9 8**
Provides instruction and application in the fundamentals of blueprint reading, planning, layout, and installation of wiring in residential applications such as: services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, National Electrical Code regulations in actual building mock-ups.
- ELC 1125 Commercial and Industrial Wiring 3 0 15 8**
Layout, planning, and installation of wiring systems in commercial and industrial complexes, with emphasis upon blueprint reading and symbols, the related National Electric Code, and the application of the fundamentals to practical experience in wiring, conduit preparation, and installation of simple systems.
Prerequisite: ELC 1113.
- ELC 1126 Electrical Code 2 0 0 2**
A study of the current rules and regulations that govern the installation and maintenance of electrical equipment in North Carolina. This course will provide the student with an understanding of the responsibilities of the electrical workman, electrical contractor, and the inspector.
- ELN 104 Instruments & Measurements 2 0 3 3**
This course examines the use, design and theory of instruments used to measure electrical parameters including voltage, current and resistance. Instruction in calculation of ammeter shunts and voltmeter multipliers is included.
- ELN 105 Instruments & Measurements II 2 0 3 3**
(1) Manipulate the controls of signal generators and oscilloscopes to present a visual trace of an electrical signal for wave shape observation, frequency comparison, time frequency and voltage measurement, and phase angle determination; (2) measure power with the Wattmeter and; (3) make precise resistance measurements with a wheelstone bridge.
- ELN 108 Solid State Devices 3 0 6 5**
Presents qualitative electronic concepts dealing with solid state devices, characteristics and operation. Solid state devices are introduced as idealized devices. Experience is provided in basic troubleshooting techniques. Instruments are introduced as needed for simple testing and measurements.
- ELN 111 Elect/ELN Troubleshooting 3 0 6 5**
Broad introduction to use of industrial electromechanical and electronic circuits providing an understanding of the servicing of a number of industrial control systems. Servicing of sensing devices for detecting values, rates, and changes in temperature, pressure, flow, level, etc., is included.
- ELN 122 Solid State Control Systems 3 0 6 5**
This course is a continuation of ELC 121. Additional instruction is static control development and the application of static elements: Diode Logic, Diode-Transistor Logic (DTL), Transistor-Transistor Logic (TTL), Experiments using Nor Logic (Norpak). Integrated circuits, Silicon Controlled Rectifiers (SCR), Triac and Programmable Controllers.

- ELN 205 ELN Circuit Analysis 2 0 3 3**
A study in the analysis and maintenance of electronic systems. Included are component troubles and their effect on circuit behavior as related to electronic systems used in private entertainment and to equipment used in business and industrial applications.
- ELN 220 Electronic Systems 3 0 6 5**
This is a "block diagram" course investigating numerous electronic systems; modules or blocks of various circuits already studied are arranged in various manners to produce complex electronic systems.
- ELN 265 Introduction to Computer Logic 2 0 3 3**
Emphasizes the study of basic numbering systems and computer logic including logic fundamentals, gates, logic and diagrams, truth tables, and other logic functions.
Prerequisite: ELC 112 or ELC 121.
- ELN 268 Programmable Controls 2 0 3 3**
Emphasizes the study of basic numbering systems and computer logic including logic fundamentals, gates, logic and diagrams, truth tables, and other logic functions.
Prerequisite: ELC 112 or ELC 121.
- ELN 1111 Electronic Troubleshooting 3 0 3 4**
A study of electrical and electronic troubleshooting techniques with special emphasis on development of a systematic approach to malfunction isolation. Theoretical and practical troubleshooting will be practiced.
- ELN 1124 Electronic Drawing 1 0 3 2**
A study of electrical and electronic drawings for analog and digital devices. Included are schematic diagrams, block diagrams and logic diagrams. Construction and interpretation of drawings in accordance with industry accepted standards is emphasized.
- ELN 1128 Digital Fundamentals 5 0 9 8**
A study of base-two mathematics, basic Boolean algebra, and binary codes as applied to computer circuits. Integrate circuit logic gates are used in the laboratory. Study of symbols, truth tables, and other related digital functions.
- ELN 1131 Industrial Electronics 3 0 6 5**
This course teaches the student the basic principles of electronics, and the electrical vocabulary. It teaches the operation of semi-conductors and transistors. After the basics, the student will go into special system applications that include the more sophisticated circuits. Examples of these circuits are heating system controls, magnetic drive speed control, and liquid level controls.
Prerequisites: ELC 112.
- ELN 1132 Industrial Electronics 3 0 6 5**
An introduction to industrial maintenance that provides the student with the knowledge and skills necessary to perform normal service work on electrically driven equipment. This will include preventive maintenance on power devices, fans, gears, and various types of machinery that the electrical maintenance man would be expected to service. The student will also learn the proper use of electrical test equipment.
Prerequisite: ELN 1131.

- ELN 1137 AC/DC Motors & Controls 2 0 3 3**
The basic concepts of AC and DC motors and simple system controls. An introduction to the type of controls used in industries such as thermostats, time or sequencing switches.
- ELN 1141 Microprocessors 3 0 6 5**
A study of the 6800 microprocessor. Included is the study of a theoretical microprocessor and microprocessor techniques. Architecture, interfacing and machine language programming are examined in detail.
- ELN 1142 Digital Control Systems 3 0 9 6**
A study of the basic concepts of analog, digital, and hybrid industrial measurement and control systems. Areas of study include process control by monitoring of light, temperature and other physical properties.
- ELN 1155 Solid State Devices and Circuits 3 0 12 7**
Presents qualitative electronic concepts dealing with solid devices, characteristics and operation. Solid state devices are introduced as idealized devices. Experience is provided in basic troubleshooting techniques. Instruments are introduced as needed for simple testing and measurements.
- ELN 1157 Fundamentals of Industrial Controls 2 0 6 4**
A study of programmable controller (PLC). Included is theory, operation and troubleshooting of PLC's controlled systems. Several manufacturers PLC's are used as training models for laboratory experiments providing "hands on" experience for the student.
- ENG 001 Study Skills 3 2 4**
Designed to develop an understanding for the need to learn and practice good study habits. Presents an uncomplicated but effective method of study equally applicable to vocational and technical programs. Emphasis to be placed on outlining, note taking, library skills, effective use of the textbook, and research oriented to individual interest areas.
- ENG 002 Grammar 3 2 4**
Designed to aid the student in the improvement of self-expression in oral and written communications by using a practical approach to the study of grammar, diction, sentence structure, spelling, and paragraph development. Intended to stimulate students to apply the principles learned to increase their chances for success in school, in social situations, and on the job.
- ENG 003 Paragraph Development 3 2 4**
This course is designed to teach basic sentence writing, sentence combining, sentence variety, and the mechanics of punctuation and capitalization. Specific areas of paragraph writing will be presented in a step-by-step approach: writing topic sentences, listing supporting details and writing the entire paragraph. By breaking the process into steps, the lessons will be built one upon another to develop the student's writing skill and confidence. Once paragraph construction has been mastered, the student will be prepared to move into more complex writing assignments.

- ENG 008 Pre-Business Reading & Vocabulary 5 0 5**
 Designed to teach students to understand what they read, to comprehend and use powerful vocabulary, to better serve the author's full meaning, to make inferences, and to draw conclusions.
- ENG 009 Reading Comprehension 1 2 2**
 Designed to improve the student's ability to read rapidly and accurately. Textbook aids are used for class drills to broaden the span of recognition, to increase eye coordination and word group recognition, and to train for comprehension in larger units.
- ENG 010 Communicative Skills 3 2 4**
 Designed to familiarize students with basic concepts and principles of oral communications in order to enable them to engage in effective interpersonal and intrapersonal communications. Emphasis is placed upon helping students to understand and overcome their own personal communications problems by acquainting them with skills and techniques that may be applied in their daily lives.
- ENG 022 Pre-Business Grammar 5 0 5**
 This course is designed to aid the student in the improvement of self-expression in oral and written communications by using a practical approach to the study of grammar, sentence structure and punctuation.
- ENG 101 Grammar 5 0 5**
 Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.
- ENG 102 Composition 3 0 3**
 Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph, and whole composition. Prerequisite: ENG 101.
- ENG 103 Report Writing 3 0 3**
 The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices are completed by the students. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must relate to the student's specific curriculum. Prerequisite: ENG 102.
- ENG 104 Executive Spelling 3 0 3**
 A realistic learn-to-spell program, presenting key words the student needs to master in order to be able to communicate effectively in the world of business. Particular emphasis will be placed on effective use of the dictionary with words most likely to be encountered by the beginning employee in a business office.

- ENG 206 Business Communication 3 0 3**
 Develops skills in techniques in writing business communications. Emphasis is placed on writing action - getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements, remittances, and inquiry.
 Prerequisite: ENG 102.
- ENG 217 Children's Literature 3 0 3**
 A study of children's literature which includes the history and various types of literature appropriate for young children. Evaluation of modern writers, illustrators and books will be emphasized.
- ENG 1101 Reading Improvement 3 2 0 4**
 Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units.
- ENG 1102 Communication Skills 3 0 3**
 Designed to promote effective communication through correct language usage in speaking and writing. Eng 109 for vocational students.
- ENG 1104 Oral Communications 3 0 3**
 Oral communications for cosmetologists places emphasis on the value of using correct grammar in all areas of daily living, especially in the area of work.
- HEA 102 Occupational Safety & Health 3 0 3**
 A basic course in health education designed to teach the fundamentals of administering first aid. Emphasis is placed on accident prevention and practical application. The American Red Cross Standard Certificate will be issued to students with a grade of "C" or better.
- HIS 105 American History 5 0 5**
 A study beginning with the colonization of colonial America and ending at the close of the Civil War.
- HIS 106 American History 5 0 5**
 This course begins with the reconstruction era and continues to the present.
- ISC 102 Industrial Safety 3 0 0 3**
 Problems of accidents and fire in industry. Management and supervisory responsibility for fire and accident prevention. Additional topics cover accident reports and the supervisor; good housekeeping and fire prevention; machine guarding and personal protective equipment; state industrial accident code and fire regulations; the first aid department and the line of supervisory responsibility; job instruction and safety instruction; company rules and enforcement; use of safety committees; insurance carrier and the Insurance Rating Bureau; and advertising and promoting a good safety and fire prevention program.
- ISC 1102 Industrial Safety 3 0 0 3**
 Problems of accidents and fire in industry. Good housekeeping and fire prevention; machine guarding and personal protective equipment; the first aid department and the line of supervisory responsibility; job instruction and safety instruction; use of safety committees and company rules and enforcement.

MAT 110	Fundamentals of College Mathematics	5 0 5
An introduction to the fundamental principles of mathematics. MAT 110 emphasizes elementary set theory, mathematical number systems, structures, and elementary logic.		
MAT 111	College Algebra	5 0 5
A study of real numbers, sets, algebraic expression, first and second degree equations, first order inequalities and their graphs, polynomials, functions, exponents, and logarithms will be discussed.		
Prerequisite: MAT 110.		
MAT 1101	Fundamentals of Mathematics	3 2 0 4
Practical number theory. Analysis of basic operations; addition, subtraction, multiplication, and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth.		
MAT 1112	Building Trades Math I	3 2 0 4
Practical problems dealing with volumes, weights, ratio, mensuration, and basic estimating practices for building materials.		
MAT 1113	Building Trades Math II	3 2 0 4
Practical problems dealing with volumes, weights, ratios, mensuration, and basic estimating practices for building materials.		
MAT 1123	Machinist Mathematics	3 2 0 4
Introduces gear ratio, lead screw and indexing problems with emphasis on application to the machine shop. Practical applications and problems furnish the trainee with experience in geometric propositions and trigonometric relations to shop problems; concludes with an introduction to compound angle problems.		
MEC 105	Introduction to Fluid Power	2 0 3 3
Hydraulics-Fundamentals is arranged to give the student a general knowledge of the basic components of hydraulic systems, as well as a general understanding of the basic laws and formulas used in simple hydraulic calculations. Topics included are: the use of standard hydraulic symbols, pumps, control valves, control assemblies, actuators, and basic maintenance procedures.		
MEC 110	Plumbing & Pipe Fitting	2 0 3 3
This course covers the basic principles for piping systems as they are used in machinery and equipment for production and manufacturing processes. Its ability to increase production will be stressed.		
MEC 112	Machine Shop Processes	2 0 3 3
Machine Shop Processes acquaints the student with the procedures of layout work and the correct use of hand and machine tools. Experiences in the basic fundamentals of drill press and lathe operations; hand grinding of drill bits and lathe tools; set-up work applied to the trade.		

MEC 132 Industrial Rigging 2 0 3 3
Principles of safe rigging practices for the purpose of handling, placing and moving heavy machinery and equipment. Deals with hoists, lifts, slings, rollers and beds, jacks, levers and dollies. Loadings and margins of safety of ropes chains, cables and grappling devices. Proper usage of padding, stiff knees and struts to prevent damage. Safe rigging procedures. Signaling practices. Practical application of principles to the solution of the problems in the lab. Also, the study of principles and standard practices of equipment and machinery installation. Treats foundations, beds, support, leveling, alignment, shimmering and anchoring of equipment, components and machinery to insure correct operation. The course is an introduction to the field of the millwright.

MEC 231 ELC/Mechanical Maintenance I 1 0 9 4
This course acquaints the student with the basic fundamentals of installation, maintenance and repair of machines. Miscellaneous electrical, mechanical, hydraulic, pneumatic and lubrication devices are installed and maintained. Methods of rigging and machine installation including location, leveling and fastening are covered. The use of precision measuring tools and checking for accuracy, squareness and correct center line distances is stressed for pre-start inspection.

MEC 232 ELC/Mechanical Maintenance II 1 0 9 4
This course is a study of those parts of the electrical code which affects the work of the industrial maintenance electrician. Practical experience is provided in wiring, installing and connecting the various types of services for lighting, heating, and power installation. Training is provided in troubleshooting in the identification and testing of circuits, in making mechanical adjustments and related maintenance operations of various machines. Schematic diagrams showing the plan of operation for each system, electrical or mechanical, are used.
Prerequisite: MEC 231.

MEC 234 Pneumatics/Hydraulics Systems 2 0 3 3
This course covers the basic theories and uses of hydraulic and pneumatic systems, and also, the combination of systems. Basic designs and functions of circuits and motors, controls, electro-hydraulic servo-mechanisms, filtration, accumulators, and reservoirs. Installation and maintenance of the components will be made by the students.
Prerequisite: MEC 105.

MEC 235 Plan Industrial Installation 3 0 12 7
A departmental set-up that will be a continuation of electromechanical devices and systems with special emphasis on pressure and vacuum gauges, pumps, blowers, control signals and devices, electromechanical valves, and electronic mechanisms that automatically operate machinery. Mock-ups will be built to study the various types of devices and systems. Troubleshooting using measuring and testing equipment common to electromechanical equipment is stressed.
Prerequisite: MEC 232.

MEC 1101 Machine Shop Theory and Practice 3 0 12 7
An introduction to the machinist trade and the potential it holds for craftsmen. Deals primarily with the identification, care, and use of basic hand tools and precision-measuring instruments. Elementary layout procedures and processes of lathe, drill press, grinding (off-hand) and milling machines will be introduced both in theory and practice.

- MEC 1102 Machine Shop Theory and Practice 3 0 12 7**
 Advanced operation in layout tools and procedures, power sawing, drill press, surface grinder, milling machine shaper. The student will be introduced to the basic operations on the cylindrical grinder and will select projects encompassing all the operations, tools and procedures thus far used and those to be stressed throughout the course.
 Prerequisite: MEC 1101.
- MEC 1103 Machine Shop Theory and Practice 2 0 15 7**
 Advanced work on the engine lathe, turning, boring and threading machines, grinders, milling machine and shaper. Introduction to basic indexing and terminology with additional processes on calculating, cutting and measuring of spur, helical, and worm gears and wheels. The trainee will use precision tools and measuring instruments such as vernier height gauges, protractors, comparators, etc. Basic exercises will be given on the turret lathe and on the tool and cutter grinder.
 Prerequisite: MEC 1102.
- MEC 1104 Machine Shop Theory and Practice 2 0 15 7**
 Development of class projects using previously learned procedures in planning, blueprint reading, machine operations, final assembly and inspection. Additional processes on the turret lathe, tool and cutter grinder, cylindrical and surface grinder, advanced milling machine operations, etc. Special procedures and operations, processes and equipment, observing safety procedures faithfully and establishing good work habits and attitudes acceptable to the industry.
 Prerequisite: MEC 1103.
- MEC 1105 Introduction to Fluid Power 2 3 3**
 Hydraulic principles, circuits, control valves, actuators, pumps, fluids, and various accessories will be studied. Installation and servicing methods of the system will be undertaken.
- MEC 1106 Pump Repair & Maintenance 2 3 3**
 A study of various types of pumps and controls including air, hydraulic and water. The student will learn to disassemble, inspect, reassemble, replace worn parts, lubricate, and perform minor repairs.
 Prerequisite: MEC 1105.
- MEC 1110 Plumbing & Pipe Fitting 3 6 5**
 This course is designed to introduce students to the tools, fittings, and small equipment used by plumbers. Most of the time will be spent in the shop, where the student can learn how to handle these materials correctly. The student will perform operations such as threading, cutting, caulking, and sweating of the various kinds of pipe and tubing used in the trade.
- MEC 1112 Machine Shop Processes 2 3 3**
 To acquaint the student with the procedures of layout work and the correct use of hand and machine tools. Experience in the basic fundamentals of drill press and lathe operation; hand grinding of drill bits and lathe tools; set-up work applied to the trade.
- MEC 1115 Heat Treatments of Metals 2 0 3 3**
 Investigates the properties of ferrous metals and tests to determine their uses. Instructions will include some chemical metallurgy to provide a background for the understanding of the physical changes and causes of these changes in metals. Physical metallurgy of ferrous metals, producing iron and steel, theory of alloys, shaping and

MEC 1117	Machine Repair	2	0	3	3
----------	----------------	---	---	---	---

MEC 1120	Duct Construction and Maintenance	3	0	6	5
----------	-----------------------------------	---	---	---	---

Corequisite: AHR 1126.

Deals with hoists, slings, rollers, jacks, levers, and dollies. Loading and margins of safety ropes, chains, cables and grappling devices. Principles of safe rigging practices. Leveling, alignment, shimming, and anchoring of equipment.

A course designed to instill and to further the development of knowledge, understanding, and the appreciation of good music. Emphasis given to the historical development of music, pertinent criticism, forms of music, listening, and the relationship of music to a general cultural development.

A course designed to enable students desiring to go into a Nursing Assistant curriculum with a basic background to enable them to succeed when accepted. A basic understanding of what is expected in all phases of a Nursing program will be explored.

This beginning course is the foundation for all other courses in Nursing. The emphasis is on individual self-care and basic nursing skills which assist patients in meeting physical, social, emotional, and rehabilitative needs. Observing, assessing, planning, implementing, evaluating and recording information is stressed as an introduction to the nursing process. Safe nursing practices and legal principles are incorporated. Classroom, nursing laboratory, and hospitals are used for directed clinical practices.

Provides beginning knowledge of the nursing care of patients with common problems caused by illness. Symptoms of illness, classification of diseases, pre- and post-operative

care, long-term illness and rehabilitation, communicable disease of the adult, and disaster and emergency nursing are also included. Principles relating to care of the patient with long-term illness, in geriatric situations, during rehabilitation nursing, as well as the patient with cancer and the dying patient are studied. Objective-centered clinical learning experiences are planned on selected patients in the medical-surgical units of the hospital. Additional learning experiences are planned in the emergency room, recovery room, North Carolina Cancer Institute, and other agencies to meet stated objectives. Pharmacology presents knowledge of the basic classifications of drugs utilized in the care of patients with disorders of the various biological systems. General actions, uses, dosages, side effects, and clinical considerations are discussed for each classification.

NUR 103 Medical-Surgical Nursing II 5 2 12 10

Continues the study of Medical-Surgical disorders, especially the pathophysiological process and therapeutic intervention pertinent to disorders of the genitourinary, musculoskeletal, nervous, endocrine, and integumentary systems, the eye and ear. Emphasis is placed upon functioning as a member of the health team. Concepts of patient family teaching, pharmacology, and nutrition are integrated as well as self-care concepts.

NUR 104 Parent-Child Nursing I 6 0 15 11

This course consists of two components; obstetrics and pediatrics. Nursing assessment, intervention and evaluation during pregnancy, labor, and delivery and the puerperium will be studied. Emphasis will be placed on family-centered nursing, preventive measures and education. The pediatric component introduces the student to the unique aspects of child care continuing to focus on principles. Growth and development, common and acute disorders, and diseases that affect the infant, toddler, preschool, school age child, and adolescent are incorporated.

NUR 105 Nursing Trends and Seminar 5 0 0 5

Trends in nursing will be discussed with emphasis on the constantly changing role of the nurse. Ethics and accountability for the health care deliverer will be included along with the professional organization. Job opportunities and continuing education will be stressed. Preparing the student for the licensing examination is done by reviewing experiences and learning situations from day-to-day clinical activities involving obstetrics, pediatrics, or medical-surgical nursing. Individual problem-solving of actual cases will be discussed by a controlled group.

NUR 109 Metrology 3 0 0 3

Presents the student with facts concerning sources, effects, legalities, and usage of drugs as therapeutic agents. Conversion between systems, prescriptions of medications, drug classifications, and nursing implications are covered. Emphasis is placed on the nurse's responsibilities in relation to drug administration. The student prepares for the process of administering and computing dosages of drugs. Practice opportunities will be provided in classroom.

NUR 200 Introduction to Associate Degree Nursing 20 20 35 4

This course is designed to assist the Licensed Practical Nurse as he/she re-enters an education program and assumes the role of a Registered Nurse student. The emphasis is on observing, assessing, planning, implementing, evaluating and recording information using the nursing process. Safe nursing practices and legal principles are incorporated. Classroom, nursing laboratory, and the hospital are used for directed clinical practices.

- NUR 204 Medical-Surgical Nursing III 4 2 15 10**
A comprehensive study of biological, social, emotional, and rehabilitation components of frequently occurring illnesses. The management of patient care and leadership roles as functions of the Associate Degree Nurse during major health problems are emphasized. Opportunity is provided for using previously acquired knowledge in planning and implementing nursing care for individuals or groups. Nutrition, pharmacology, and legal aspects of nursing care are integrated in course content and clinical experiences. Planned clinical learning experiences are selected on the basis of the student's needs in order to meet stated objectives.
- NUR 205 Medical-Surgical Nursing IV 5 0 12 9**
The study of bodily aberrations begins in Medical-Surgical Nursing IV and is continued with emphasis upon the rehabilitative and adaptative processes. Selected learning experiences are planned to assist the student in developing his/her ability to formulate and utilize previous and concurrent acquired skills. Comprehensive planning and competent application of cognitive, affective, and manipulative skills are employed in the care of the patients in all age groups in selected situations. The student is given the opportunity to plan, direct, and evaluate total patient care in team or primary nursing.
- NUR 206 Nursing Trends and Careers 3 0 0 3**
Nursing Trends and Careers is designed to assist the student to assume his/her graduate role as a Registered Nurse. Trends in nursing will be discussed to emphasize the constantly changing role of the R.N. Ethics and accountability for the health care deliverer will be included along with professional organizations.
- NUR 207 Parent-Child Nursing II 4 2 12 9**
Parent-Child Health Nursing II focuses on the more complex obstetrical and pediatric problems. Assessment and nursing intervention of the high-risk pregnancy, premature and full-term infant are employed in administering individualized high-quality, family centered care. Emphasis is placed on diagnostic tests and procedures used in evaluating fetal well being, gestational age, maternal and child health. Growth and development is incorporated in the study of conditions involving the respiratory, circulatory, digestive, neuromuscular, skeletal, and integumentary systems, according to various age groups.
- NUR 208 Psychiatric Nursing 4 2 12 9**
This course is a conceptual and developmental approach to the nurse's role in the care of patients with psychiatric disorders. Emphasis is placed on cognizance and utilization on self as a tool in socio-psychotherapeutic interventions, development of verbal and nonverbal communication skills, and formulation of therapeutic interpersonal skills. The course also emphasizes knowledge and identification of personality and behavior deviation experienced by the mentally ill patient, including etiology, treatment, prevention and rehabilitation of mental illness.
- NUT 101 Nutrition and Diet Therapy 3 0 0 3**
Designed to give the student basic principles of normal nutrition including the study of nutrients, their use by the body, and sources and types of food necessary for balanced diet. Meal planning is incorporated, and an introduction to the most commonly used hospital diets are included. Physiological processes of digestion, absorption, and metabolism are discussed. A knowledge of religious, cultural, and psychological factors are examined.

OCU 001 Independent Study

1 2 2

Designed to give the student, under the supervision of the instructor, an opportunity to do a more in-depth study of the course related to his primary choice of a curriculum by writing a report on a topic of his choice. Additionally, the student will be able to work to improve his study skills, work on general and specific vocabularies, and do outside readings of an informative and recreational nature.

PHY 101 Physics I

3 2 0 4

A fundamental course which starts with philosophical and historical background. The first quarter course includes the topics of classical mechanics, relativity, atomic structure, and heat.

Prerequisite: MAT 111.

PHY 102 Physics II

3 2 0 4

The second quarter course in general physics, with emphasis on the topics of wave motion, sound, light, electricity, magnetism, and nuclear physics.

Prerequisite: PHY 101.

PHY 103 Physics I

3 2 0 4

An introduction to applied physics and its correlation to industrial maintenance technology. Topics provide applicable concepts to devices and instruments found in modern electromechanical settings. Areas of instruction include Force, Work, Rate, Momentum, Resistance, Power, and Energy.

Prerequisite: MAT 106/107.

PHY 104 Physics II

3 2 0 4

The second in a series of two courses in applied physics. Topics presented include Force Transformers, Energy Convertors, Transducers, Vibrations and Waves, Time Constants, and Radiation.

Prerequisite: PHY 103.

PHY 1101 Applied Science

3 0 2 4

PHYSICS 101 – Applied Science 3 credits
An introduction to physical principles and their application industry. Topics in this course include measurement; properties of solids, liquids, and gases; basic electrical principles.

PHY 1102 Applied Science

3 0 2 4

The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force.

Prerequisite: PHY 1101.

PME 1101 Internal Combustion Engines

5 0 15 10

Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing.

- PME 1102 Engine Electrical and Fuel Systems 4 0 15 9**
A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, alternator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system. Study of sources of atmospheric pollution, the formation of smog, and the role of the automobile in air pollution.
Prerequisite: PME 1101.
- PME 1103 Auto Engine Tune-up and Emissions 2 4 6 6**
Systems
Study of theory and use of various types of tune-up equipment with emphasis on gaining knowledge of the waveforms of the oscilloscope and other units on the tune-up tester. Proper use of tune-up equipment to demonstrate ability to diagnose malfunctions in ignition systems, cranking motors and charging circuits. Service and repair of the components of emission control and use of the exhaust gas analyzer.
- PME 1104 Automotive Electrical Systems 1 2 3 3**
A study of electrical circuits including lighting, transmission switch assemblies, starters, and electric-air integrated circuits.
- POL 102 United States Government 3 0 3**
English and colonial background, the Articles of Confederation, and the framing of the federal constitution. The nature of the federal union, state rights, federal powers, political parties. The general organization and functioning of national government.
- POL 202 State & Local Government 5 0 5**
A study which traces the evolution, growth, and development of American state and local government. A treatment is given of the political and constitutional status of state and local government in relation to the federal system. The functions of state, county, and city governments are taken up in considerable detail.
- POL 210 American Government 5 0 5**
American national government with emphasis on basic concepts, structure, powers, procedures, and problems.
- PSC 101 Introduction to Police Science 5 0 5**
A general course designed to familiarize the student with the philosophy and history of law enforcement, including its legal limitations in a democratic republic, a survey of the primary duties and responsibilities of the various law enforcement agencies, a delineation of the basic processes of justice, an evaluation of law enforcement's current position, and an orientation relative to law enforcement as a vocation.
- PSC 102 Motor Vehicle Laws 3 0 3**
A study of the traffic enforcement codes with primary emphasis placed on North Carolina Law.
- PSC 105 Introduction to Criminology 5 0 5**
A survey of the different crimes; theories and factors attributing to criminal behavior. The student will study some of the penal and correctional procedures which have been used in the past, as well as some of the contemporary methods.

- PSC 105 Introduction to Criminology 5 0 5**
A survey of the different crimes; theories and factors attributing to criminal behavior. The student will study some of the penal and correctional procedures which have been used in the past, as well as some of the contemporary methods.
- PSC 106 Identification Techniques 3 2 4**
The student will study various identification methods and how they evolved into the present day systems. Techniques for lifting latent prints and taking rolled impressions will be developed through lab practice. Instruction will be given in the more popular ten-finger and single-print classification systems. An introduction will be given to the process of comparing latent lifts and roled impressions and in preparing them for courtroom presentation.
- PSC 110 Police Role in Crime & Delinquency 3 0 3**
An introduction to the cause and treatment of juvenile delinquency. The organization, functions, and jurisdictions of juvenile agencies; the processing and detention of juvenile case disposition, juvenile status and court procedures. Evaluation of methods in delinquency control. Special attention will be given to forms of family, church, and community resources bearing on juvenile adjustment and preventive measures.
- PSC 115 Criminal Law I 3 0 3**
Designed to present a basic concept of criminal law and create an appreciation of the rules under which one lives in our system of government. Primary emphasis will be placed on North Carolina law.
- PSC 116 Criminal Law II 3 0 3**
A continuation of Criminal Law I which presents a basic concept of criminal law and creates an appreciation of the rules under which one lives in our system of government. Primary emphasis will be placed on North Carolin law.
Prerequisite: PSC 115.
- PSC 201 Traffic Planning & Management 5 0 5**
A study which covers the history of the traffic enforcement problems and gives an overview of the problem as it exists today. Attention will be given to the three E's and legislation, the organization of the traffic unit, the responsibilities to the traffic function of the various units with the law enforcement agency, enforcement tactics, evaluation of the traffic program effectiveness, and the allocation of men and materials.
- PSC 205 Criminal Evidence 3 0 3**
Instruction covers the kinds of degrees of evidence and the rules governing the admissibility of evidence in court.
- PSC 210 Criminal Investigation 3 4 5**
This course introduces the student to the fundamentals of investigation; crime scene search; recording, collection, and preservation of evidence; case preparation and court presentation; and the investigation of specific offenses such as arson, narcotics, sex, larceny, burglary, robbery, and homicide.
Prerequisite: Admission to the program; permission of instructor/coordinator.

- PSC 211 Introduction to Criminalistics 3 2 4**
 A general survey of the methods and techniques used in modern scientific investigation of crime, with emphasis upon the practical use of these methods by the students. Laboratory techniques will be demonstrated and the student will participate in actual use of the scientific equipment.
 Prerequisite: Admission to the program; permission of instructor/coordinator
- PSC 217 Laws of Arrest, Search & Seizure 5 0 5**
 The constitutional requirements and limitations for a lawful arrest and legal search and seizure. Federal and state judicial decisions concerning these requirements will be studied.
- PSC 219 Administration of Justice 5 0 5**
 A study of the functions and responsibilities of our federal, state, and local court systems.
- PSC 220 Police Organization & Administration 3 0 3**
 An introduction to the principles of organization and administration, including their application to field services, such as vice control, traffic patrol, criminal investigation, and juvenile division. A discussion of the service functions; e.g., training, communications, records, property maintenance, and miscellaneous services.
- PSC 221 Police Supervision 3 0 3**
 A continuation of PSC 220, with emphasis on developing supervisory and management techniques employed at the various levels of police work.
 Prerequisite: PSC 220
- PSC 225 Criminal Procedures 2 0 2**
 This course is designed to provide the student with a review of court systems; procedures from incident to final disposition; principles of constitutional, federal, state, and civil laws as they apply to and affect law enforcement.
 Prerequisite: Permission of instructor/coordinator
- PSC 230 Human Relations 3 0 3**
 A study of concepts and attitudes held by police in relation to brutality, dishonesty, and minority groups.
- PSC 240 Firearms & Defensive Tactics 3 2 4**
 This course is designed to help the student develop an understanding of the need, use, and respect for all kinds of firearms. Range practice will be given in the use of rifles, shotguns, and pistols with a special effort made to develop proficiency in the use of the service revolver. Instruction will be given in riot control, nonlethal weapons such as tear gas, and defensive tactics used in the handling of arrested persons.
 Prerequisite: Enrollee must be a law enforcement officer at the present time, or have at least six quarter hours credit in Law Enforcement Technology and permission of instructor.

- PSY 001 Human Relations 1 2 2**
 An introductory course that will relate, through psychology, to the contemporary concerns and issues with which students today are confronted. A study of human problems, needs and wants, behavior, health and other aspects will be covered. The course is designed to aid the student to achieve greater understanding of himself and others, and to enable him to adapt so as to live a meaningful life in a changing world.
- PSY 101 Introduction of Psychology 5 0 5**
 An introduction to the field of psychology with emphasis upon intelligence, personality, learning, and motivation.
- PSY 102 Human Growth and Development 3 0 3**
 Prenatal, infancy, childhood, adolescence, adulthood, and gerontology are revealed in this study of human development. Both physiological and psychosocial concepts are included.
 Prerequisite: PSY 110.
- PSY 103 Adolescent Psychology 3 0 3**
 A study of the nature and source of the problems of adolescents in western culture; physical, emotional, social, intellectual, and personality development of adolescents.
- PSY 107 Interpersonal Relationships 3 0 3**
 This course is designed to help the early childhood professional improve his/her interpersonal skills within the framework of an early childhood setting. Emphasis is placed on the need for effective communication at four levels: director-caregiver, and caregiver-child. The course will include study of an individual's self-concept in relation to others and the importance of role definitions in the work setting.
- PSY 110 General Psychology 3 0 3**
 This course is an introductory survey of the field of psychology, wherein the student becomes better acquainted with a human as a biological-social organism. Topics covered include psychology as a science, learning and problem-solving, human development, perception, and social psychology.
- PSY 203 Child Psychology 5 0 5**
 This course is designed to provide a study of the child from conception through pre-adolescence. Physical, cognitive, language, and social-emotional development are emphasized in order to promote understanding of the total child during this broad span of development.
- PSY 205 Abnormal Psychology 3 0 3**
 This course is an introduction to behavior pathology descriptions, dynamics, and modifications of abnormal behaviors including neuroses, psychoses, and personality disorders. Psychosomatic reactions are included as well as the behavior modification approaches to each disorder. Mental health maintenance is stressed.
 Prerequisite: PSY 102, PSY 110.

- PSY 206** **Applied Psychology** **3 0 3**
A study of the principles that will be of assistance in the understanding of interpersonal relations on the job. Motivation, feelings, and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his/her adjustment problems as a worker and a member of the general community.
- PSY 207** **Applied Psychology for Law Enforcement Personnel** **4 0 4**
A study of principles of psychology that will be of assistance in the understanding of interpersonal relations on the job. Topics investigated and related to on-the-job problems are the following: motivation, emotion, attitudes, employee selection, supervision, job satisfaction, and industrial conflicts. Attention is given to personal and group dynamics so that the student may learn to apply principles of mental hygiene to personal adjustment problems. One hour per week is devoted to a study of race relations and will cover the following topics: history of racial prejudice, facts concerning races and racial prejudice, information concerning race, crime and law. Focus will be made upon identifying personal attitudes toward races and forming attitudes that will contribute to positive relationships between police officers and the public.
- PSY 231** **Personal Development** **3 0 3**
Designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming and methods of personality improvement.
- PSY 1101** **Human Relations** **3 0 3**
A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group, membership, and relationships within the work situation.
- PSY 1102** **Human Relations** **3 0 3**
A study of the cosmetologist's relationships with patrons, coworkers, employer, friends and family. Emphasis is placed on how relationships are affected by a variety of factors.
- REA 001** **Developmental Reading I** **3 2 4**
This course is designed to provide intensive instruction in reading comprehension and continuous development in vocabulary.
- REA 002** **Developmental Reading II** **3 2 4**
This course is a continuation in the development of reading skills and is designed to increase proficiency in comprehension and vocabulary skills. The student will be provided with college level reading materials and instruction in skills necessary to use college level reading material effectively.
Prerequisite: REA 001 or satisfactory score on the reading placement test.
- REA 003** **Developmental Reading III** **3 2 4**
This course is a continuation in the development of reading skills and is designed to improve reading and comprehension skills. In addition, skill improvement in the related area of spelling will be included.
Prerequisite: REA 001 and REA 002 or satisfactory score on the reading placement test.

- REA 011 Vocational Reading 3 2 4**
 This developmental reading course is designed for students who are enrolled in the Retail Cash Register Operations curriculum. The course will focus on vocationally oriented materials and will stress word attack skills, vocabulary and comprehension improvement. By providing instruction in how to comprehend training manuals, memorandums, bulletins and other material that a student will encounter in the world of work, he will appreciate the vital part that reading plays in his future job.
- SOC 102 Principles of Sociology 3 0 3**
 This introductory course is designed to provide the student with a capability to relate fundamental concepts of sociology to the analysis of the major elements of social life: individuals, social situations, and culture. The course focuses on the foundation of social life, diversity and strain, social institutions and organizations, and the sources of change. The student will study patterns of socialization, intergroup and minor group relations, and population growth.
- SOC 201 Principles of Sociology 5 0 5**
 An introductory course designed to impart to the student a knowledge of himself in social context. Interrelationships in such areas as personality, society, and culture are examined. The student is familiarized with major social processes and institutional functions.
- SOC 215 Interpersonal Relationships and Communications 3 0 3**
 A basic course dealing with interpersonal and communication skills utilized in helping relationships. Examination is made of barriers which prohibit communication and hamper the helping process. The student will learn techniques of interviewing for specific purposes and acquire in working with people.
- VOC 001 Vocational Selection 3 2 4**
 Designed to assist the student in the identification and selection of a vocational or technical field in which the student should be able to succeed. Emphasis on training, application, testing, interviewing, and job selection. Discussion of types of jobs, personal traits, attitudes, desires, and information sources in securing jobs.
- WLD 101 Basic Welding 2 0 3 3**
 This course consists of welding demonstrations by the instructor and practice by students in the use of the arc welding process to fabricate steel. Welded joints are discussed and welded in various positions. Care and maintenance of the arc welder are applied in this course.
- WLD 103 Basic Gas Welding 0 0 3 1**
 This course consists of welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment are included. Practice will be given for surface welding; bronze welding, silver soldering, and flamecutting methods applicable to mechanical repair work.
- WLD 1101 Basic Welding 2 0 3 3**
 Basic Welding will provide an introduction to general welding and cutting. Students will study the theory and practices of basic oxyacetylene and arc welding, to include a study of shop safety, assembly of equipment, cutting, basic welds and joints, which may be applicable to the students' particular trade.

- WLD 1103 Basic Gas Welding 0 0 3 1**
Welding demonstrations by the instructor and practice by the students in either the welding shop or the air conditioning shop, utilizing oxyacetylene equipment only. Safe and correct methods of assembling and operating portable welding equipment. Practice will be given in surface and bronze welding, silver soldering and flame cutting applicable to air conditioning repair work.
- WLD 1104 Basic Arc Welding 2 0 3 3**
The basic operation of AC transformer and DC motor generator arc welding sets is introduced to the student. Welding heats, polarities and different electrodes used in arc welding is thoroughly covered. After the student is capable of running beads, butt and fillet welds are made and tested for strength. Safety procedures are emphasized throughout the course in the use of tools and equipment.
- WLD 1105 Auto Body Welding 2 0 3 3**
Students perform welding practices on material applicable to the installation of body panels and repairs to doors, fenders, hoods, and deck lids. Emphasis will be placed on accuracy and speed in all welding positions involving electric arc and oxyacetylene welding and cutting practices.
- WLD 1106 Basic Gas Welding 2 0 3 3**
Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembly and operating the welding equipment. Practice will be given for surface welding; bronze welding, silver soldering, and flame-cutting methods applicable to mechanical repair work.
- WLD 1112 Mechanical Testing & Certification Practices 1 0 3 2**
The standard methods for mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered are: Bend; destructive; free-bend; guided-bend; nick-tear; notched-bend; tee-bend; nondestructive; V-notch; charpy impact, etc. Also involves practice in welding the various materials to meet certification standards. The student uses various tests including the guided-bend and the tensile strength tests to check the quality of his/her work. Emphasis is placed on attaining skill in producing quality welds.
- WLD 1120 Oxyacetylene Welding and Cutting 5 0 15 10**
Introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, assembly of units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead position, brazing, hard and soft soldering. Safety procedures are stressed throughout the program of instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality of the welds.
- WLD 1121 Arc Welding 3 0 9 6**
The operation of AC transformers and DC motor generator arc welding sets. Studies are made of welding heats, polarities, electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his/her weaknesses in welding. Safety procedures are emphasized throughout the course in the use of tools and equipment.

WLD 1122 Commercial and Industrial Practices 3 0 6 5

Designed to build skills through practices in simulated industrial processes and techniques: Sketching and laying out on paper the size and shape description; listing the procedure steps necessary to build the product; and then actually following these directions to build the product. Emphasis is placed on maintenance, repairing worn or broken parts by special welding applications, field welding and nondestructive tests and inspection.

Prerequisite: WLD 1126.

WLD 1123 Inert Gas Welding 2 0 3 3

Introduction and practical operations in the use of inert-gas shield arc welding. A study will be made on equipment, operation, safety and practice in the various positions. A thorough study of such topics as: Principles of operation; shielding gases; filler rods; process variations and applications; manual and automatic welding.

Prerequisite: WLD 1121.

WLD 1124 Pipe Welding 4 0 12 8

Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Sections VIII and IX of the ASME code.

Prerequisite: WLD 1126.

WLD 1126 Advanced Arc Welding 2 0 15 7

A continuation of good arc welding practices as covered in WLD 1121. Emphasis will be placed on accuracy and speed in all welding positions. All welds will be tested for strength. Safety procedures are emphasized throughout the course in the use of tools and equipment.

Prerequisite: WLD 1121.

Adult and Continuing Education

Occupational & Special Interest

Small Business Center

Basic Education

Human Resource Development

Emergency Services

Service to Business & Industry

Visiting Artist

General Information

Robeson Technical College is dedicated to providing a broad range of educational opportunities through its Division of Adult and Continuing Education. It offers students an opportunity to further their education, to improve their individual proficiency, and to upgrade and improve present job skills. The program is highly flexible and attempts to meet the group and individual needs of the community. Classes are designed to assist adults in earning a high school diploma, a high school equivalency certificate, basic education, learning new skills, and enriching their lives in general.

Training is also offered in special areas, such as firefighting, law enforcement, rescue work, and supervisory development. The division works with industry to offer customized training programs which complement on-going curriculum programs. In addition, the college offers a variety of continuing education courses for upgrading and retraining both production and supervisory personnel.

Class Schedules and Enrollment

Classes are scheduled in the evening on campus, and at various times and locations throughout Robeson County. Classes usually meet once or twice per week, from two to four hours each session. Registration for all classes may be completed at the first class meeting. A class schedule is published in local newspapers prior to the beginning of each quarter. Other classes are organized on a basis of need, interest, and availability of suitable facilities and qualified instructors.

Admission

The open door policy is observed regarding requirements for admission to continuing education classes. Any person who is a high school graduate or at least 18 years of age, not currently attending a public school, and has the ability to benefit from the program is eligible to apply. Applicants must be in acceptable physical and mental health. Students who wish to transfer from other colleges, technical institutes, secondary and post-secondary institutes, must be eligible to return to the institution last attended. Any exception to this procedure must be approved by the Vice President for Adult and Continuing Education and only then by justifiable cause.

Those applicants between the ages of 16 and 18 years may be considered as persons with special needs and admitted to appropriate courses or programs with the necessary releases from the public schools.

Fees and Insurance

A nominal registration fee ranging from \$15 to \$25 is charged for continuing education courses that are classified as academic, vocational, practical skills, or avocational. Recreational classes are required to be self-supporting and are priced accordingly based upon the cost of instruction and necessary instruction materials and number of students enrolled in the class. All fees are payable at the first class meeting.

Registration fees are waived for Senior Citizens 65 years of age and older and prison inmates. Also, volunteer rescue personnel, lifesaving department personnel, firefighters, and law enforcement officers are exempt from registration fees when enrolled in classes to improve proficiencies in their respective vocations.

Students are expected to provide the materials, supplies, tools, and books that they will need in the course. Instructional services and supplies are furnished by the College.

Accident insurance is available for all students and is **REQUIRED** for students who are in potentially dangerous classes.

Attendance

Regular attendance and participation are essential to effective teaching and learning. Adult students are expected to be regular and punctual in attendance. A minimum attendance of 80 percent is required to receive the adult diploma or certificate.

Certificates

College credit is not given for completion of courses in the Division of Adult and Continuing Education; however, certificates are awarded for completion of some of the courses. Licenses, diplomas, or other forms of recognition are awarded by certain agencies outside the college upon successful completion of specially designed courses.

Continuing Education Units (CEU's)

Continuing Education Units will be awarded to those persons satisfactorily completing any of the courses listed as offering a specified number of CEU's. One CEU is defined as being 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

A permanent record of each person's CEU's will be maintained by this institution. Individuals, firms, and professional organizations may use compilations of CEU's to provide measures of recognition for non-credit educational achievement.

Additional Courses

If 12 or more people want to learn about a subject which is not currently offered, the college will make every effort to find a qualified instructor and offer the course anywhere in Robeson County where suitable space is available. Requests may be made by calling the Adult and Continuing Education Division at 738-7101, extension 123.



Occupational and Special Interest Extension

Programs in Occupational and Special Interest Extension are generally divided into two areas: Occupational Extension courses which teach various vocational and technical job skills and general special interest extension courses which are offered to meet adult education needs and interests.

The State of North Carolina now requires that anyone who desires to sell insurance and who is not licensed to sell insurance prior to July 1, 1986, must successfully complete pre-licensure courses and pass a state license exam before they can be licensed to sell insurance.

Robeson Technical College offers a comprehensive Real Estate Education program. Students wishing to prepare for either the NC Salesmen License exam or the NC Broker's License exam are offered the appropriate, certified programs with qualified instructors.

Candidates preparing for a Salesmen License are required to successfully complete the Fundamentals of Real Estate course before sitting for the salesmen exam. Candidates preparing for the Broker's License, however, are required to successfully complete Fundamentals of Real Estate, Real Estate Law, Real Estate Finance and Real Estate Brokerage Operations.

Some of the more popular occupational extension and special interest extension courses offered are listed below. Brief descriptions of some of these courses are given at the end of this section. Cost of these courses range from \$15 to \$25.

Activity Coordinator
Air Conditioning & Refrigeration
Appliance Repair (Small & Major)
Auto Body Repair
Auto Engine Tune-up
Basic Typing
Basketweaving
Bible
Blueprint Reading
Boatbuilding
Bricklaying, Basic
Cake Decorating
Carpentry
Ceramics
Chinese Cooking
Computer Understanding

Data Processing, Introduction to
Drafting, Introduction to
Forklift Operator Training
Furniture Refinishing
Ground School for Pilots
Holiday Crafts
Home Gardening
Human Relations
Knitting
Interior Decorating
Insurance Licensing Preparation
Industrial Sewing Operator
Industrial Sewing Machine Mechanics
Industrial Supervision
Investment & Financial Planning

Landscaping
Japanese Flower Arranging
Microwave Cooking
National Electric Code
Notary Public
Nutrition & Menu Planning
Painting on Wood & Canvas
Parliamentary Procedures
Photography
Porcelain Dolls
Pottery
Powder Puff Mechanics
Power Sewing
Practical Woodworking
Principles of Supervision

Quilting
Real Estate Prelicensing Program
Refrigeration, Introduction to
Residential Wiring
Ruffled Curtain Making
Sheet Metal Fabrication
Sign Language
Small Engine Repair
Stained Glass
Surveying
Taxidermy
Upholstery
Wastewater Treatment Operator
Watercolor
Welding, Basic

Occupational and Special Interest Extension Course Descriptions

Activity Coordinator Training

52 Hrs.

This course is designed for nursing home, rest home, and family care home administrators and activity coordinators. Upon completion of the course, participants will meet the state minimum licensing standards for Homes for the Aged and Family Care Homes of North Carolina. This course provides for training to develop and coordinate activities for aging citizens that will motivate these individuals to continue an active, fulfilling, and longer life. 5.2 CEU

Air Conditioning and Refrigeration

84 Hrs.

This course provides instruction in understanding the theory behind the installation and equipment necessary to air conditioning and refrigeration units as well as giving practical experience in repairing these systems. 8.4 CEU

Appliance Repair, Small and Major

72 Hrs.

Training in small and major appliance service and repair, including basic electricity as it applies to small and major appliance controls and operation, with shop work on toasters, fans, vacuum cleaners, electric irons, mixers, blenders, etc.

Art

36 Hrs.

This course includes the fundamentals of drawing and painting and the different media used. Color theory, composition, proportion and perspective will be emphasized. Selection, care and use of supplies and equipment will be taught.

Auto Body Repair

84 Hrs.

A course to give the student some experience in minor repairs of dents, and straightening or replacing fenders on cars and trucks. Emphasis will be placed on sanding, taping, painting and finishing of parts repaired.

Automotive Mechanics

84 Hrs.

A course stressing the construction and operation of components of internal combustion engines, testing of engine performance, servicing and maintenance of pistons, valves, cams, camshafts, oil pumps, fueling, lubrication, exhaust and electrical systems. The student will practice testing for problems before the engines are serviced to enable him/her to diagnose problems before overhaul.

Basic Typing

36 Hrs.

This course will provide one with an introduction to the touch typing system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation and manuscripts. 3.6 CEU

Basketweaving

36 Hrs.

This course offers students an opportunity to make baskets from split oak cane. These handcrafted baskets will be of various sizes and shapes and can be used for a variety of purposes.

Beginning Sewing 36 Hrs.
This is an introductory study of the sewing machine and simple garment construction. The instructor will introduce you to basic construction procedures and the use of sewing tools.

Bible 36 Hrs.
A course designed to be either broad or specific in nature. Students' preferences and requests determine the nature of the course which can be a broad look at the old testament or new testament. It may concentrate on one book, one prophet, one disciple or one era.

Blueprint Reading 72 Hrs.
A course presenting principles of interpreting blueprints and specifications common to the building trade. Practice in reading details for grades, foundations, floor plans, walls, doors, windows, and roofs will be included. 7.2 CEU

Boat Building 84 Hrs.
A course designed to teach the student how to construct and build a one-man or two-man plywood boat. Topics covered in practical application will include laying out, cutting, fitting, glueing, and nailing the necessary parts together. Finishing the boat with sanding, varnishing and painting methods will also be covered.

Bricklaying, Basic 84 Hrs.
Bricklaying involving the practices and methods of the masonry trade. Analysis, demonstration, and discussion are used to improve fundamental techniques in mixing and stringing mortar; laying bricks and blocks; masonry cutting materials; masonry and metal bonding; corner and wall construction.

Cake Decorating 36 Hrs.
This is a beginner's course for students who wish to design, bake and decorate cakes and deserts for fun.

Carpentry, Basic 84 Hrs.
A course covering the fundamentals of all phases of carpentry. Included in the topics to be studied are: hand tools, use of framing square, laying out, cutting joints framing and remodeling. The student will spend a large amount of time in practical application working with hand tools.

Ceramics 36 - 60 Hrs.
Students will make objects cast in molds through a variety of techniques and will finish their projects with different glazes and colors. Persons with little artistic or pottery experience can learn to make quality projects.

Chinese Cooking 36 Hrs.
This course will introduce students to the Chinese method of cooking with a wok to prepare authentic dishes that can be enjoyed at home. Students will be introduced to the correct method of cutting meats and vegetables, the use of oriental spices, and how to incorporate flavor, aroma, texture and color into each dish they prepare. A supply fee is charged for the foods prepared in class. Classes in beginning and advanced Chinese cooking are offered.

Computer Understanding 60 Hrs.
This course will familiarize students with the operations of home computers. Limited exposure to the programming language-BASIC. No prior exposure to computers necessary. 6.0 CEU

Crocheting 36 Hrs.
A course designed to teach the fundamentals of crocheting. Students will learn abbreviations, patterns terms, and how to follow directions. Instruction will include basic crocheting stitches, the study of yarns, and the construction of simple garments.

Custodial Maintenance 36 Hrs.
This is a complete course in floor maintenance including tile, carpet and masonry floors. Cleaning and proper care of restroom facilities, windows and general cleaning procedures. 3.6 CEU

Data Processing, Introduction to 45 Hrs.
This course is designed to introduce the student to basic terminology, concepts, and principles of business data processing, and programming. Emphasis will be placed on the basic ideas that the student should master in preparation for learning a programming language. 4.5 CEU

Drafting, Introduction to 72 Hrs.
An introduction to drafting and the study of drafting practices. Instruction is given in the selection, use and care of instruments, single-stroke lettering, applied geometry and freehand sketching consisting of orthographic and pictorial drawings. 7.2 CEU

Foodhandling 12 Hrs.
This course covers sanitary and correct ways of handling food; correct temperatures of cooking and storing foods; personal hygiene of foodhandlers; proper cleaning and dishwashing techniques; illnesses caused by improper foodhandling. This course is required by the Robeson County Board of Health of each person working in a foodhandling establishment. Upon completion of the 12-hour course, the student must pass a test created by the Board of Health before meeting certification requirements. 1.2 CEU

Forklift Operator 8 Hrs.
The course includes instruction in the following topics: capabilities of the equipment and attachments; purpose, use, and limitations of controls; how to make daily checks; practice in operation of vehicles through their functions; safety standards. Upon completion of the training sessions, the student will qualify for a license to operate an industrial truck. .8 CEU

Furniture Refinishing 84 Hrs.
Furniture refinishing is a basic course dealing with the skills of repairing and refinishing furniture. Students will be taught how to remove damaged finishes and apply a variety of new finishes.

Genealogy (Study of Family History) 36 Hrs.
This is a basic course for students interested in family research. Students will learn where and how to look including field trips to the courthouse, the state department of archives and other sources of information. Students may pursue their own family or historical research during the class. 3.6 CEU

Ground School for Pilots**51 Hrs.**

A course including all necessary flight preparatory information, including flight theory, aircraft performance, air traffic rules, radio navigation, flight planning, weather interpretation, and radio communication procedures. Upon completion of the course, students should be prepared to complete successfully the F.A.A. Private Pilot written examination which will be offered.

Holiday Crafts**36 Hrs.**

This course is for the person who likes variety. Every week you will be working on a different craft, everything from a witch for Halloween, a door piece for Christmas, and, of course, handmade gifts for everyone.

Home Gardening**75 Hrs.**

A practical course for the homeowner who wishes to have a vegetable garden, small or large. The course will deal with soil preparation, layout of the garden, planting, fertilization, weed and pest control, and harvesting. Some of the vegetable crops dealt with are asparagus, greens (spinach, collards, mustard), salad crops (lettuce, celery), root crops (turnips, potatoes, radishes, beets, carrots). Other crops are beans, peas, tomatoes, and peppers.

Home Sewing**36-72 Hrs.**

Home sewing classes offer students an opportunity to improve their sewing skills while making clothes or crafts. This course will cover all of the basic of sewing as the more advanced techniques of the craft.

Industrial Sewing Machine Mechanics**72 Hrs.**

The course introduces the students to the various types of industrial sewing machines used in area manufacturing plants and to the service manuals, guides, tools, and equipment necessary for troubleshooting and service. A study of one-, two-, three-, and four-thread needle machines and the types of needles and yarns needed with each will be covered. Dismantling, reassembly, troubleshooting, and repairs will be a major part of the course. Timing for single and multiple needle machines will also be covered. 7.2 CEU

Industrial Sewing**136 Hrs.**

This course will prepare students for industrial sewing jobs. Students will be trained on both single-needle and overlock machines. 13.6 CEU

Industrial Supervision**40 Hrs.**

This course presents basic and general principles of effective supervisory techniques. Topics will include fundamentals of supervision, relationships on the job, communications, how to train employees, performance, job evaluation, job methods, and work improvements. 4.0 CEU

Insurance 214 - General Principles**28 Hrs.**

This course is a prerequisite to Insurance 215 and Insurance 216. Upon successful completion of this part, the student should be able to identify the types of risk, and know how to apply the risk management concepts to said risks; to discuss the various types of insurance and functions of insurance companies; and to interpret the various laws and regulations affecting the insurance industry. 2.8 CEU

Insurance 215 - Life, Accident & Health 28 Hrs.

Upon successful completion of this course, the student should be able to discuss exposures, types, policy provisions and practices of life, health, and accident insurance; to program life and health insurance; to interpret the regulations and laws specifically applying to life, health and accident agents; and to describe the various social insurance plans. 2.8 CEU

Insurance 216 - Fire and Casualty 28 Hrs.

Upon successful completion of this course, the student should be able to discuss automobile insurance, general liability exposures and insurance, worker's compensation, commercial fire and other insurance, homeowner's insurance, crime insurance, and government fire and casualty insurance. 2.8 CEU

Intermediate Sewing 36 Hrs.

This course is for the student who wishes to gain more experience in sewing and clothing construction methods. It reinforces the basic principles of construction, selection, care and management of clothing.

Interior Decorating 36 Hrs.

A course designed to achieve beauty and comfort in the home. Emphasis will be placed on furniture styles, use of color and design in fabrics, floor coverings, paint and wallpaper, and accessories. It includes a study of room arrangement and current trends. Practical application of the basic design elements will be related to student needs and interests.

Investments and Financial Planning 12 Hrs.

This course will examine how to select the best investments to meet your goals and the effect of the proposed new tax law on investment decisions. 1.2 CEU

Japanese Flower Arranging 36 Hrs.

Students will participate in creating their own arrangements in this course about the design and history of Japanese Flower Arranging.

Knitting 36 Hrs.

The most basic to the most advanced knitting skills can be taught in this course. Pattern reading is part of your basic training and will enable you to make and show your handicraft.

Landscaping 84 Hrs.

A course to help the student understand the importance of basic planning in developing the landscape, law and shrubbery arrangement. Instruction during the quarter will cover planting, fertilizing, pruning, and care of ornamental plants.

Microwave Cooking 24 Hrs.

Class demonstrations and recipes are presented each class to teach the basics of microwave cooking as well as tips for efficient and time-saving cooking. A supply fee is charged for the foods prepared in class.

National Electric Code 20 Hrs.

A course based on the National Electric Code, designed to prepare the experienced electrician for a licensing examination. The course will review the basic principles of electricity and offers a thorough study of the National Electric Code and the North Carolina regulations governing electrical work. 2.0 CEU

- Notary Public** 6 Hrs
A required course to become a notary. Textbook is required. Students must be a high school graduate or have GED certificate. .6 CEU
- Nutrition and Menu Planning** 60 Hrs.
This class is designed to train students in the art and science of quantity food preparation with particular emphasis on institution food service. The students will also study how to give their meals the gourmet touch by means of subtle flavoring, herbs, and spices. 6.0 CEU
- Quilting** 36 Hrs.
This course covers the basic principles of lap quilting. Your instructor will demonstrate quilting techniques and offer assistance as needed. Each student will create a quilt from a choice of patterns and materials.
- Painting: Wood and Canvas** 36 Hrs.
This course is designed for beginners in Folk Art Painting. Instructions will be given in basic acrylic painting techniques for decorative wood cut-outs and small canvas.
- Parliamentary Procedures** 36 Hrs.
This class is a must for anyone who is interested in developing skills for leading meetings. It offers assistance for obtaining proficient speaking skills for personal, public or professional use. 3.6 CEU
- Porcelain Dolls** 36 Hrs.
Through the use of molds, students will make and finish porcelain dolls and porcelain figurines. Dolls will be finished by painting and fitting with wigs, eyes, and clothes, if desired. Even the beginner can make beautiful objects for pleasure.
- Pottery** 48 Hrs.
This exciting course offers hands-on experience in handbuilding or wheel throwing with instructor guidance. Students will work independently on projects of their own choosing to learn elements of design and methods of decorating.
- Powder Puff Mechanics** 72 Hrs.
This course is designed to teach the basic fundamentals of how an automobile operates. It will include how change to tires, make simple emergency repairs, general upkeep and periodic preventive maintenance.
- Power Sewing** 72 Hrs.
Students will learn to sew on both single needle and overlock industrial sewing machines.
- Practical Woodworking** 84 Hrs.
A course introducing skills for cabinet making. Hand and power wood-working tools will be introduced and utilized by the students. Lectures, demonstrations, and student practical applications concerning cabinet making will take place. This course is designed for the home owner.

Principles of Supervision 42 Hrs.
Discussion in depth of the principles of organization and management. Practical approaches to business needs of planning, directing, organizing, coordinating, and controlling are stressed. Students explore in detail the supervisor's responsibility for differentiating jobs, delegating authority, planning, decision-making, and improving his/her personal efficiency. 4.2 CEU

Real Estate Fundamentals 81 Hrs.
This course consists of instruction in fundamental real estate principles and practices, including real estate law, financing, brokerage, valuation and taxation. Also included is North Carolina Real Estate license law and rules and regulations of the North Carolina Real Estate Licensing Board. 8.1 CEU

Real Estate Law 33 Hrs.
This course will focus on providing students with a practical working knowledge of legal concepts and practices affecting real estate in general and real estate brokerage in particular. It is designed for those preparing for the brokers' exam and those currently working as sales persons. 3.3 CEU

Real Estate Finance 33 Hrs.
This course will focus on providing students with a practical working knowledge of real estate finance concepts and practices. It is designed for those preparing for the brokers' exam and those currently working as sales persons. 3.3 CEU

Real Estate Brokerage Operations 33 Hrs.
This course will focus on providing students with a practical knowledge of how a real estate office operates and how to manage a real estate office. It is designed for those preparing for the brokers' exam and those currently working as real estate sales persons. 3.3 CEU

Residential Wiring 84 Hrs.
Instruction and application in the fundamentals of blueprint reading, planning, layout and installation of wiring in residential applications, such as services, switch boards, lighting, fusing, wire sizes, branch circuits, conduits, and National Electric Code regulation in actual buildings. 8.4 CEU

Ruffled Curtain Making 36 Hrs.
Students will choose styles and materials and measure, cut and layout ruffled curtains. It will be exciting to learn new construction methods as you sew and care for your new draperies.

Sewing 36 Hrs.
This course is for the student who wishes to gain experience in sewing and clothing construction methods. The course includes care and use of the sewing machine, pattern selection, and fitting as well as garment construction.

- Sewing Machine Mechanics** 72 Hrs.
This course introduces the students to the various types of industrial sewing machines used in area manufacturing plants and to the service manuals, guides, tools, and equipment necessary for troubleshooting and service. A study of one-, two-, three-, and four-thread needle machines and the type of needles and yarns needed with each will be covered. Dismantling, reassembly, troubleshooting, and repairs will be a major part of the course. Timing for single and multiple needle machines will also be covered. 7.2 CEU
- Sewing: Speed Tailoring** 36 Hrs.
For the experienced seamstress, this course studies the principles of design, and compares various tailoring techniques. Course study will include interfacing, lining of fabrics, different materials and fitting commercial patterns.
- Sheet Metal Fabrication** 30 Hrs.
This course will teach basic layout methods and fabrication practice for sheet metal. 3.0 CEU
- Sign Language and Manual Communication** 36 Hrs.
This class is designed to teach communication skills through a minimum vocabulary of signs. A knowledge of the basic signs used by deaf people today is taught through games, songs, and drills. The two types of vocabulary include hearing people's way of signing as well as deaf people's way of signing. 3.6 CEU
- Small Engine Repair** 84 Hrs.
A course teaching preventive maintenance, troubleshooting, and repair of two- and four-cycle, one-cylinder gasoline engines, and their power train auxiliary engines used in industry and elsewhere.
- Stained Glass** 16 Hrs.
Students will be taught the basics of working with stained glass and will complete projects during the course using the copper foil or Tiffany method of glass work.
- Surveying** 72 Hrs.
A study of basic instrumentation and topography. Students will be exposed to surveying through lecture, demonstration, and practical application. Material to be covered will be profile leveling, cross sections, earthwork computations, transit stadia and transit-tape surveys. 7.2 CEU
- Taxidermy** 96 Hrs.
This course will teach students to prepare, mount, and display small game. Care of unmounted trophy, skinning, tanning, mold preparation and various mounting techniques. 9.6 CEU
- Upholstery** 84 Hrs.
A course designed to help beginning students understand the basic principles of upholstering, and to give them opportunities to upholster a simple home furnishing. Automotive upholstery will be covered in this course also.

Wastewater Treatment Operator**78 Hrs.**

An introductory course covering the history of wastewater disposal methods, origins of wastewater, terminology, types of sewers, wastewater treatment processes, objectives of primary treatment, and objectives of secondary treatment. 7.8 CEU

Watercolor**36 Hrs.**

Class instruction includes composition, color, techniques and design. This is a wonderful opportunity for students to paint subjects of their own choosing as well as those selected by the instructor.

Welding, Basic**84 Hrs.**

A course concentrating on the use of AC and DC welding equipment. Welding heats, polarities and electrodes in joining various metals, together with practice in running various welding beads. Safety procedures are emphasized throughout the course in the use of tools and equipment. The student will also acquire practice in using the oxyacetylene torch for cutting, welding and brazing. 8.4 CEU

Small Business Center

The Small Business Center provides assistance to small business owners and prospective owners through a variety of services. Training and educational programs designed to meet specific needs of small business entrepreneurs are offered on a regular basis. Counseling and referral services are available as well as business related information through federal, state and local networking with government agencies, universities and colleges and private enterprise.

What is a "small business?" The U. S. Small Business Administration defines it as "...a business that is independently owned and operated for profit and not dominant in its field." Small business plays a vital role in our economy with more than 97 percent of all North Carolina businesses employing less than 100 people. In Robeson County, 55 percent of all businesses have less than five employees.

Workshops, Seminars and Courses

Quality programs designed for personal development and immediate application to business activities. Courses are specifically geared to managing a small business and will assist you in keeping your business practices current.

Continuing Education

Analysis of needs and referral to appropriate business-related courses.

Counseling/Referral

The Center provides limited analysis and evaluation to determine immediate needs. Referral relationships exist with SBA, SCORE, ACE or other individuals qualified for in-depth counseling in specific areas.

Resources Library

Publications, materials and forms furnished by the U.S. Small Business Administration and video tapes are available. A computer and applicable computer software are available for use on campus.

Co-sponsorship

Workshops, seminars and courses are co-sponsored with other agencies such as the Small Business Administration and Robeson County Chambers of Commerce.

If you, as a small business owner or prospective owner, have specific training needs or business concerns, please contact the Small Business Center and share them with us. The Center offers programs that are short, informative and held during hours that will fit into the demanding schedule of the small business owner and his/her employees. Classes are designed for individual development and are not tested or graded. Upgrading and retraining for employees are also available through the Center.

Courses and programs offered by the Small Business Center include, but are not limited to:

Starting a Small Business

Pre-business sessions with emphasis on planning in areas of financing, marketing, business plans, licensing and regulations and insurance.

Recordkeeping

Understanding the importance of maintaining complete records, developing an accurate recordkeeping system and support system for decision-making based on financial statements, payroll and daily cash reports.

Marketing and Advertising

Defining your market and understanding consumer needs, assessing the most effective advertising media for your business, effective advertising techniques and promotions, and how to plan your advertising budget.

Computers for Small Business

Assessing your needs for a computer, literacy review of hardware and software, applications of computers to small businesses.

Labor Laws and Regulations

Update for business on Equal Employment Opportunity laws, affirmative action requirements, wage garnishment, right to work and wage and hour laws.

Credit and Collections

Understanding commercial credit, credit policy, detecting bad checks and bad debts, collection policies and procedures, small claims and civil court action.

Money Management

Understanding the objectives of financial planning, risk management, reducing tax burdens and how to put your dollars to work to maximize profit.

Inventory Control

Identifying the key elements of an effective inventory management system, establishing guidelines for inventory levels and identifying inventory losses through theft and ineffective handling.

Buying and Selling a Small Business

Comparison of initial expenditures between starting or buying a business, determining of price and the value of the business, and advantages and disadvantages of franchise businesses.

Employee Motivation

To strengthen skills of employers in motivating employees with emphasis on job application techniques. Also, recognizing and dealing with job dissatisfaction or problem employees.

Customer Relations

How to satisfy customers and keep them coming back, how to deal with the angry customer, company image and developing employee appreciation for the customer.

Other Small Business Management Courses

Topics include time management strategies, communication skills, coping with stress, increasing effectiveness at work and home, problem identification and decision making.

Basic Education

Adult Basic Education

Adult Basic Education is a program designed to improve a person's skills in reading, writing, and arithmetic. These skills are not developed as isolated bits of knowledge, but are related to practical situations adults deal with in everyday life. The materials used are designed for adults and help prepare students to enter the high school program.

Classes usually meet for a four-hour session twice a week. In order to accommodate a variety of student needs, both daytime and evening classes are scheduled. In addition, some ABE classes are held in neighborhoods where students live or at their places of work. There are no fees for these classes. Classes in the past have been conducted at Robeson Technical College, Magnolia School, Pembroke Middle School, Janie Hargrave School, Fairmont Housing Authority, Floyd's Temple, Rowland Middle School, Sheltered Workshop, Deep Branch Elementary School, West Lumberton School, Four County Center in Fairmont, Oak Grove Baptist Church, Parkview Terrace, Mohr Plaza, Red Springs High School, St. Pauls Day Care Center and Holly Ridge Apartments.

Upon completion of basic instruction, the student is eligible to study toward an Adult High School Diploma in the Learning Lab or in an extension adult high school class.

Classes are organized in the following levels:

Level One: Nonreaders through grade four; basic reading, writing, arithmetic.

Level Two: Grades five through eight; reading improvement, English expression, social studies, mathematics, science.

Registration is free for all adults who have not completed eighth grade, and textbooks are provided free by the college. All instructional materials used have been prepared with emphasis on individual needs and interest.

Adult High School Program

The Adult High School Program provides a student the opportunity to earn the Adult High School Diploma. Classes are organized whenever and wherever there is a justifiable demand for them.

Registration is free for those adults who have not graduated from high school or who have not passed the GED test, and books are provided by the college.



The entrance level of each student applying for admission to the Adult High School Diploma Program shall be determined in one of the following manners:

1. The procedure shall be to apply the scores on any appropriate achievement battery approved under the National Defense Education Act, Title V (a) Testing, North Carolina, to the 50th percentile level for end-of-year norms to determine entrance level. Thus, an applicant with a percentile rank of 50 on English for 11th grade end-of-year norms would be classified as a senior in English for course-of-study purposes; and so on for other subjects.
2. A certified transcript from a state or regionally accredited secondary school showing courses and years of work completed. Copies of these transcripts should be forwarded to the Director of Basic Education, Robeson Technical College. A personal reference letter from the former school may be required for transfer acceptance.

An Adult High School Diploma is awarded when test scores indicate that required achievement level has been attained, and when minimum competency objectives have been met as determined by the North Carolina Competency Testing Program, and also when required subject matter has been satisfactorily completed. This subject matter includes reading, English expression, mathematics, science, and social studies. The diploma is awarded locally by the appropriate Board of Education. The Adult Diploma program is approved by the State Board of Education, and meets the requirements for entrance to four-year colleges and other institutions of higher learning.

High School Equivalency (GED)

Another program for the adult who has not completed high school is the High School Equivalency program. A \$5 fee is required prior to testing. Under this plan, individuals may take a series of tests called the General Educational Development tests (GED). Those receiving an acceptable passing score of 225 points with no single test score below 35 and a combined average of 45 will be awarded a High School Equivalency Certificate. This certificate is generally accepted on a basis equal to a high school diploma for employment, promotion, or further education.

The GED test covers five broad areas: English Expression, Literature, Mathematics, Social Studies, and Natural Science, and is administered at the college.

The following requirements must be met before taking the GED test: (1) minimum age, 18, and out of school for six months; (2) is a resident of the State (a resident is defined as a person currently residing in the state, including assignment to a military base in the state); (3) file application of a special form, which is available in the office of Superintendent of Schools or at Robeson Technical College; (4) application endorsed and approved by the Superintendent of Schools or by the Director of Basic Education; (5) have a valid vocational, educational, or other purpose in applying.

The college, through the Learning Laboratory/Adult High School classes, offers the individual the opportunity to prepare for the GED test.

All applicants for GED testing shall be referred to the Learning Laboratory. Applicants shall complete the following steps:

1. Complete an application for admission to High School Equivalency. Examinations and/or application for High School Equivalency Certificate.
2. Fill out request for transfer of GED test scores if previously tested at another testing center.

The Chief Testing Officer will:

1. Arrange an agreeable time for testing with Director of Basic Education.
2. Accept applicants from Director of Basic Education.
3. Administer and score the GED tests.
4. Refer all scores to the State GED Coordinator for determination whether or not the scores are acceptable for awarding of the certificate.
5. Maintain all GED records of tested applicants. Post-test interviews shall be done by Student Services for students passing the GED tests and by the Basic Education officers for those who failed to pass the examination.

Only in emergencies or special cases will the test be given at a time different from regularly scheduled times set by the Director of Basic Education and the testing officer.

The General Education Development (GED) for high school completion is approved for 726 clock hours for eligible veterans.

Learning Laboratory

The Learning Laboratory is an approach to education with the use of commercially and locally designed programmed instructional materials, teaching machines, and traditional materials. A person's progress is limited primarily by his/her ambition, motivation, and ability.

Any person 18 years of age or older and out of public school for at least six months with the ability to benefit from the program can enroll in the Learning Lab to prepare for the high school equivalence examinations (GED) or to pursue the Adult High School Diploma.

The coordinator serves as the facilitator in the learning process. Because he/she is trained in programmed and traditional materials, he/she is capable of making educational decisions and directing students through their assignments. The coordinator interviews, counsels and tests the prospective enrollee. The student begins study at his/her predetermined educational level and advances through the materials at his/her own rate of speed.

The Learning Lab is approved for eligible Veterans. Studies toward high school completion do not count against training eligibility beyond high school.

The Learning Lab is open from 8 a.m. until 10 p.m. Monday through Thursday, and 8 a.m. until 3 p.m. on Friday. Registration will be held the first week in September, December, March, and June. Classes are scheduled in the mornings, afternoons, and evenings. To receive credit for the quarter, a student must attend 80 percent of the classes as well as successfully complete all course requirements and pass the North Carolina Competency Test.

Registration is free for those adults who have not graduated from high school or passed the GED test.

Human Resources Development

The Human Resources Development program is designed to help the unemployed and the underemployed adult to develop the skills necessary to obtain and maintain employment. Through group discussions, group activities, and group interactions, students develop: (1) more confidence in themselves and their abilities; (2) attitudes necessary to get along with the work force; (3) skills in completing job applications, writing resumes and job interviews; and, (4) skills in reading, math, and English. The classroom activities and setting are geared to meet the needs of the students with special emphasis on employers' expectations of employees.

Counseling, either personal or job related, is provided from the beginning of class according to individual needs. Student referrals to other special programs or supportive services may be necessary. Follow-up is done on each participant to monitor individual job performance and academic success, or to assist with problems should they occur.

Classes are scheduled on a regular basis and generally last for one month. For additional information, contact the Director of the HRD Program at Robeson Technical College.

Participant Service Center

The Participant Service Center makes every effort to reach and train a maximum number of economically disadvantaged persons to improve the participants' behavior patterns and living conditions. These persons are enrolled in the JTPA Program and placed in unsubsidized employment or referred to other supportive agencies for assistance.

To achieve this goal the following services are offered:

- Improved Job Search Skills
- Employment Counseling
- Job Search Assistance
- Individual Referrals
- Employment Assessment

Emergency Services Education

Health Related Training

Robeson Technical College offers special courses in nursing and other health related occupations to the local community. Many of these special programs are administered in cooperation with the area health institutions and agencies. Course offerings have included:

Activity Coordinator Training	Medical Terminology
Coronary Care Nursing	Mobile Intensive Care Nursing
CPR (Cardiopulmonary Resuscitation)	Multimedia First Aid
Death and Dying	Neurological Nursing
First Aid	Operating Room Techniques
Geriatric Nursing	Patient Education
Home Health Aide	Pediatric Nursing
Hospital Fire Safety	Psychiatric Nursing
Medical Self Help	Stress Management

Emergency Medical Technician

This program is designed primarily for ambulance attendants, rescue squad personnel, firefighters, and law enforcement officers, but is offered to other interested persons, such as teachers, coaches, industrial safety brigade, and the general public. The program is offered in cooperation with the North Carolina Office of Emergency Medical Services and meets all state and national standards.

The basic Emergency Medical Technician course consists of training in the following areas: Roles and responsibilities of the EMT; airway obstruction and pulmonary arrest; mechanical aids to breathing; cardiac arrest; bleeding, shock, airway care, pulmonary resuscitation, and cardiopulmonary resuscitation; wounds; fractures of the lower and upper extremities; injuries to the face, head, neck and spine; injuries to the eye, chest, abdomen, pelvis, and genitalia; emergency childbirth; lifting and moving patients; environmental emergencies; and, operating an emergency vehicle.

The basic Emergency Medical Technician course and the EMT Refresher course are offered several times per year on campus and at various locations throughout the county. Rescue squads, fire departments, law enforcement agencies, and industries may offer the emergency medical programs in their buildings.

The EMT-IV program is available to state certified EMTs working for the ambulance and EMTs on the rescue squads and Lumberton Fire Department. The Emergency Care Nurses Education Program is available to qualified nurses.

Fire Service Training

Robeson Technical College offers fire training to both volunteer and career firefighters. This training, taken directly to the local fire departments, allows the firefighters to be trained as an organized group utilizing equipment ordinarily used in controlling fire. Highly specialized training such as Arson Investigation is offered at a central location but is open to firefighters from all departments.

Instruction offered by the Fire Service Training program covers nearly every phase of firemanship. Courses are designed not only to develop necessary skills, but also to develop the firefighter's initiative and judgment, safe habits, and correct situation experiences. Materials and texts used are those approved by the International Fire Service Training Association. Fire Service Training includes the units of firefighting listed below. The order in which the units are studied is left to the discretion of each fire department.

Courses that are normally taken by individual fire departments, along with the minimum number of hours per course, are list below:

Introduction to Firefighting	42
Forcible Entry	12
Rope Practices	9
Portable Fire Extinguishers	9
Ladder Practices	12
Hose Practices	12
Salvage and Overhaul Practices	12
Fire Stream Practices	12
Fire Apparatus Practices	12
Ventilation	12
Rescue Practices	12
Protective Breathing Equipment	15
Firefighting Procedures	12

In addition to the standard units of training, the following specialized courses are offered:

Teacher Education	LP Gas Emergencies
Arson Detection	Hospital Fire Safety
Fire Brigade Training For Industry	Officer Training
First Aid for Firemen	Home Fire Safety
Civil Disorder	Radiological Monitoring
Emergency Medical Technician	Area Fire School
Bombing and Bomb Threats	Hazardous Materials Emergencies
Care of Burns	Radio Communication
CPR	First Responder

Law Enforcement Training

Robeson Technical College offers basic, in-service and advanced law enforcement training to personnel of law enforcement agencies. The goal is to promote and provide adequate training and education courses in legal and technological fields that will keep law enforcement officers abreast of advancements in law enforcement techniques.

North Carolina State Law requires that new police officers complete the Basic Law Enforcement Training Course within the first year of employment. Robeson Technical College is certified to offer the Basic Law Enforcement Training Course which is normally offered three times per year.

Other courses, some of which are listed below, are offered periodically or upon request from an individual department. These courses are designed to provide specialized training to the certified law enforcement officer.

Accident Investigation	First Responder
Bomb Threats	Homicide Investigation
Breathalyzer Training	Hostage Negotiations
CPR	Interview Techniques
Civil Liability	Jail Administration School
Community Relations	Law Enforcement Instructors
Criminal Investigation	Laws of Arrest, Search & Seizure
Defensive Tactics	PR24/Kubaton
Drivers Training	Radar Operator School
Emergency Medical Technician	Riot Control and Civil Disturbances
Fingerprinting	Supervision for Law Enforcement
Firearms Training	Officers

Services To Business and Industry

Purpose

The intent of this section is to provide business and industry with a summarization of training services available in addition to the one and two-year curricula offered. Specifically, these include Occupation Extension, Cooperative Skills Training, and New and Expanding Industry.

Occupation Extension

Occupational Extension courses are designed to provide training in a specific area within a single course. These courses may teach a new skill or upgrade present skills, leading perhaps to promotion, supplemental income or employment. All extension courses are noncredit. Instead, students earn Continuing Education Units (CEU's). Traditionally, occupational extension courses have been extremely popular with both employers and employees.

Student Population

Thousands of people enroll in occupation extension courses, many to make sure their skills are as modern as the locations where they work. Others enroll to learn a new skill in hopes of finding gainful employment. Students are of all ages and occupational areas. Many times, students consist of employees of an individual business or industry. In these situations, the course is offered at the company's request for training.

Types of Courses Offered

Courses offered cover a wide range of occupational areas. Many are vocational or technical in nature, including: Blueprint Reading; Measurements; Quality Control; Electronics; Principles of Air Conditioning and Refrigeration; and Drafting. Other courses deal with business skills such as Supervision, Human Relations, Communication Skills, and Stress Management. Another popular area of courses include First Aid, CPR, and Fire Brigade.

Of course, these are just examples of the courses available. If requested, special courses can be developed to meet specific needs.

Course Length, Cost and Location

Occupation extension courses vary in length and can be taught almost anywhere. Courses can be as short as 1 hour or as long as 440 hours, depending on the extent and the complexity of the material to be taught. Some courses are offered as one-day seminars, while others meet once or twice a week, day or evening, up to 17 weeks.

Occupational extension courses are offered as a service to the business and industrial community and are supported in part by tax receipts. Therefore, the cost to the students has been traditionally low. Presently, the only direct cost is a \$15 registration fee, regardless of course length.

Course locations are as varied as course length. Generally, courses are held on campus. However, many times courses are held at an individual business, industry or service organization. The deciding factors when determining course location are the needs of the students.

In-Plant Training

Training can be conducted for production employees during regular work hours. This is referred to as in-plant training. When an in-plant training class is integrated with the normal production activities of a company, all employees participating in the class shall place their primary emphasis on instruction during the scheduled class hours. The planned continuity of the class must not be disrupted by normal production activities.

New and Expanding Industry Training

Training for New and Expanding Industry is a program designed to train the production employees required by a new or expanding manufacturing company. The program has no standard courses. Since the needs of each new or expanding company are different, a complete customized training package is tailored to each individual company's particular needs.

Program Design

Each training program for New and Expanding Industry is administered by Robeson Technical College and is financed solely by the state of North Carolina. There are no federal funds involved.

The final program design is the result of joint planning by company personnel and one or more industrial training specialists from the college and the Industry Services Division of the N.C. Department of Community Colleges. Industrial training specialists are available to visit the existing operations of a company and study the job skills, work schedules, production processes and any other variables pertinent to preparing a training proposal suited specifically to that company's particular needs.

The versatility of North Carolina's industrial training service is virtually unlimited. Because of its inherent flexibility, this service can accommodate almost any type of production job. Any job that can be defined, can be arranged into a logical learning sequence.

The college provides all necessary instructors. If a company prefers to use some of its own personnel as instructors, the college pays the salaries of all instructors. In addition, all classroom materials such as textbooks, workbooks and visual aids, are provided by the college.

Program Length and Location

The nature of the job and the level of skill needed by the workers determine the length of training. There are no arbitrary minimum or maximum limits. A realistic training period, whether it's six days or six months, is negotiated by our industrial training specialists and company personnel.

Most often classes are conducted on campus or at the company's plant. If neither of these alternatives is practical, state funds may be used to lease adequate training space in the community.

Student Population

Selection of students for training under New and Expanding Industry is left completely to the company. The college can provide training in either a post-employment or a pre-employment situation, depending on the preference of the company. As a result, students may or may not be receiving wages during the training period. In either instance, the state does not pay the wages of the trainees.

Cost To Industry

The basic purpose of the training service is to encourage companies to create more jobs in the college's service area. Therefore, there are no direct charges to companies during training.

Cooperative Skills Training

Robeson Technical College is one of 19 of North Carolina's 58 community colleges and technical institutes to receive a Cooperative Skills Training Program. Cooperative Skills Training funds are the result of a special appropriation by the General Assembly. The primary purpose of Cooperative Skills Training is to provide skill training to manufacturing industries in the face of changing technology. As a result of this program, Robeson Technical College has the capabilities to upgrade the skill levels of workers presently employed by local manufacturers.

As the program title indicates, Cooperative Skills Training is a cooperative effort between RTC and local industry. Whenever industry determines a training need, the College is prepared to step in and meet that need with quality instruction.

Scope of Training Offered

The scope of Cooperative Skills Training is directly related to local industrial needs. The College is prepared to do as much as possible to provide manufacturing workers with the skills they need to be efficient and productive employees. Training may be done in workshops, seminars, or complete courses. It may be accomplished in a classroom setting or may be better achieved in a laboratory environment utilizing hands-on experiences. Where college staff are not available or are lacking in the necessary expertise in a given subject, technical experts can be brought in to provide instruction. Through cooperative efforts, new courses and methods of quality instruction can be developed to meet existing needs.

Areas of Approved Training

Almost any subject identified as a training need of a local manufacturer is justifiable through Cooperative Skills Training. The following are examples of some of the training areas previously offered:

Machinist Training

Industrial Maintenance

Blueprint Reading

Mathematics

Drafting

Machine Operator Training

Electricity

Electronics

Forklift Operator

Industrial Safety

Quality Control

Human Relations

Communications

First Aid & CPR

Measurements

Time Management

First Line Supervision

Knitting Machine Technician

Students and Class Size

The student population of Cooperative Skills Training programs consists exclusively of manufacturing employees. Courses, seminars, workshops, etc., are designed specifically with the needs of local industry in mind. Training may be done for employees of a group of industries or for an individual industry. The training conducted depends on the specific needs of the manufacturers.

One component, inherent exclusively to Cooperative Skills Training, is that there is no restriction on class size. Generally, courses must have a minimum of 12 students. However, with Cooperative Skills there is no minimum number of students. When there is an identifiable need, training can be done for any size class.

Cost to Industry

The majority of the costs of Cooperative Skills Training is supported by the state. Therefore, direct costs to students are kept at a minimum. The cost for a noncredit workshop or course is a \$15 registration fee per student, regardless of the length of training.

The only other costs would be for texts, where applicable. Other training materials and supplies are provided by the College.

Where Can I Get More Information

Information can be obtained by contacting:

Director of Occupational Extension Education

Robeson Technical College

Post Office Box 1420

Lumberton, NC 28359

Or call (919) 738-7101.

The Visiting Artist Program

The Visiting Artist Program at Robeson Technical College is one part of a state-wide program involving artists and institutions within the North Carolina Community College System.

The program was begun in 1971 as a cooperative effort between the North Carolina Arts Council and the Department of Community Colleges. The purpose of the program is the enhancement and cultivation of the arts.

The most important function of a visiting artist is to share his/her particular art form with the community. In this capacity, the artist performs a wide range of functions, such as lecture-demonstrations, concerts, exhibits and special programs for public schools, civic clubs, arts councils and other community organizations.

The artist also organizes and participates in exchange programs with artists from other institutions around the state in order to bring varied artistic exposure to communities.

In addition to these community functions, the artist is allocated time to develop his/her particular art form. Thus, the program helps the artist to grow professionally.

The artists in the program work in a wide range of art forms including crafts, dance, drama, folk arts, mime, music, painting, poetry and sculpture.

Arrangements to schedule an activity may be made by contacting the artist at (919) 738-7101, or by writing to: The Visiting Artist, Robeson Technical College, P. O. Box 1420, Lumberton, NC 28359.

ROBESON
TECHNICAL COLLEGE

AFFIRMATIVE ACTION
EQUAL OPPORTUNITY INSTITUTION

ROBESON

TECHNICAL COLLEGE

P. O. Box 1420
Lumberton, NC 28359
(919) 738-7101